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Note: The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy.  
Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR).  
Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records:  
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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FBI File Number 66-HQ-2554, Section 17



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All attached to 32303 1/9/92 49

August 13, 1947

mean  
RCH:DW

THE DIRECTOR

The Executive Conference with Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Ladd, Rosen, Hinton, Ladd and Rosen in attendance, considered the suggestion submitted by Mr. Gordon A. Nease to the effect that a competent typist be assigned to the Reading Room for the primary purpose of correcting minor errors appearing in outgoing communications rather than returning the communications to their origin for correction.

The Conference was of the unanimous opinion that this should not be done. It is felt that such a procedure would shift the responsibility which should remain upon the individuals preparing communications. It is felt that when errors are made they should be called to the attention of the person responsible who should also be responsible for their correction. Otherwise it is felt less care would be exercised.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bce

#3 23,013

Clyde Tolson  
Chairman

E. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

INDEXED

MAILED

66-2554-1975  
NOT RECORDED

EX-111

ORIGINAL FILE IN 66-2554-1975

54876

September 5, 1942

4K  
ADM:ATZ  
80-646

MR. TRACY

Re: C. W. Radio  
Network.

In connection with the radio station installations to be made at New Haven, Connecticut, Norfolk, Virginia, Savannah, Georgia, New Orleans, Louisiana, Houston, Texas, Montevideo, Uruguay, Caracas, Venezuela, Technical Laboratory, Havana, Cuba and Dominican Republic, there are submitted herewith for the Bureau's consideration, detailed specifications and suggestions concerning equipment necessary for the completion of these installations.

It is suggested that the Chief Clerk's Office make arrangements for the purchase of 10 additional radio transmitters of the Hallcrafters, Incorporated Type HT-4B, specifications for which are attached. These transmitters will cost approximately \$15,000.

In addition, it is suggested that 10 communication receivers of the Hammarlund Super Pro type be purchased for communications work at the above-mentioned stations for a total of approximately \$3,000. The suitable receiver shall be the Hammarlund Super Pro Type 5A Series 200, manufactured by the Hammarlund Manufacturing Company, Incorporated, New York City, New York, or equivalent.

In order to satisfactorily monitor the outgoing signal from each transmitter, it is suggested that arrangements be made for the purchase of 10 additional radio receivers of the National Type NC-44 manufactured by the National Company, Malden, Massachusetts, or equivalent. These receivers will cost approximately \$500. The Bureau has 15 of these receivers presently on order allocated to other radio station installations. None are in service at this time.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Finally, in order to make these station installations possible, the following items are necessary. In this connection the Chief Clerk's Office should bear in mind the necessity of AIA priority required for delivery of copperweld antenna wire and other high priorities necessary for the delivery of any radio equipment or materials.

INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/23/90 BY SP5C/100

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66-2554-1976  
RECORDED  
INDEXED

ORIGINAL FILE IN 80-646-2

84877

Page 1  
Items for Mr. Tracy

20 each 15" by 3/4" eyebolts complete with nuts. Approximately \$8.00.

40 each metal washers for 3/4" eyebolts. Approximately \$1.50.

24 each metal single-sheave pulleys for 1/2" rope. Approximately \$10.00.

10 each 3/4" wood ship augur 15" long. Approximately \$15.00.

6 600' rolls 1/2" Manila or Manila-Sisal rope. Approximately \$30.00.

2500' #10 copperweld antenna wire. \$60.00.

24 pyrex amateur transmitting insulators, 7" length. Approximately \$24.00.

4500' #12 soft copper enameled antenna wire. Approximately \$30.00.

500 feeder spreaders 6' in length, Birnback Catalog Number 469. List price \$0.20.

50 each 4 1/2" stand-off insulators, Birnback Catalog Number 4450. List price 50¢.

300' two-wire BX cable having two #8 wires. Approximately \$20.00.

20 each metal deck cleats, 8" long with two mounting holes. Approximately \$15.00.

100 each metal lag screws 4" in length. Approximately \$4.00.

10 each McIlroy F-600-FO speed telegraph key. Allied Catalog Number 76-000. Net \$11.85 or equal.

20 each transmitter loading insulators complete, Birnback Catalog Number 4238. List \$1.50.

64878

Page Three  
Memo for Mr. Tracy

10 each antenna changeover relays, Ward Leonard, or equivalent, to handle 15 radio frequency waves of current. Approximately \$100.

3000' twisted pair lamp cord, #12 wire. Approximately \$10.00.

10 each 110 volt AC shorting relays, Kelsner or equivalent. Approximately \$15.00.

40 each insulated two circuit phone jacks, open circuit type. 20¢.

40 each Bakelite shell two circuit phone plugs, Allied Catalog Number 41-600 at 21¢.

10 each hand telegraph keys Mac Key model 300, Allied Radio Catalog Number 76-020. Net \$3.45.

10 boxes insulated wiring staples. @ 25¢.

10 boxes #12 round head wood screws. @ 30¢.

For the information of the Chief Clerk's Office, it is hereby noted that in connection with the Hallcrafters Model HT-4 transmitters, the Bureau presently has 25 units in service, 4 units on hand and no units on order. Also, it is noted that the Bureau has 66 Hammarlund Super Pro Radio Receivers in service with 5 on hand at the Bureau and Clinton, Maryland. In addition, there are 12 Hammarlund units which are temporarily out of service pending necessary minor repairs.

Respectfully,

E. P. Coffey

RHL:lrd

September 5, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5CJ/bca  
# 323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Nichols, Quinn Tamm, Laughlin, Hendon, Ladd, Clegg, Tracy and Rosen considered the advisability of changing the uniform now being used by new Trainees and In-Service personnel while undergoing firearms training service at Quantico from the present khaki to one of gray.

Mr. Clegg had previously pointed out that the officers at the Marine Hospital had indicated by innuendo their dissatisfaction with the fact that the Agents' uniforms of khaki and black ties corresponded with the uniforms being used by the Naval officer personnel in the Marine Hospital. Furthermore, one Agent had been accosted on Pennsylvania Avenue after returning from firearms training still wearing his khaki uniform by a member of the military police. He questioned him concerning what organization he belonged to.

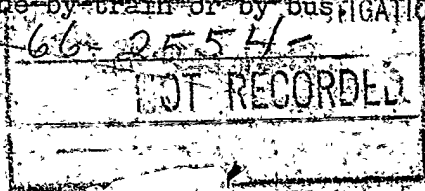
The Conference with the exception of Mr. Rosen was in favor of adopting a gray uniform consisting of gray trousers and gray broadcloth shirts. Samples of this material had been obtained by Mr. Laughlin and were exhibited to the Conference. The cost of this uniform will be the same as the khaki uniform and for those who presently have khaki uniforms it will be necessary for them to purchase the gray uniform at an additional cost of less than \$5.00.

Mr. Rosen opposed the adoption of the gray uniform stating that he thought it was an imposition on the Agents to have to buy additional uniforms at this time and he suggested the adoption of some form of insignia to be placed on the khaki uniform to distinguish it from a military organization.

Mr. Tolson The majority of the Conference also recommended that those new  
Mr. E. A. Tamm classes already in training that had been instructed on their first day  
Mr. Clegg in attendance to purchase khaki uniforms and had done so be permitted to continue  
Mr. Glavin their training using the khaki uniform and not be required to purchase the gray.  
Mr. Ladd All new classes coming in henceforward will be instructed as to the use of the gray  
Mr. Nichols uniform; all Supervisors and officials at the Seat of Government will be required  
Mr. Rosen to have the gray uniforms for firearms training and all In-Service classes will be  
Mr. Tracy advised to purchase gray shirts and trousers for In-Service Firearms training.

Mr. Carson The Question was also discussed as to the advisability of requiring  
Mr. Coffey Agents to wear civilian clothes in going to and from Quantico for fire  
Mr. Hendon arms training whether the transportation be made by train or by busification

Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy



ORIGINAL FILE IN 66-2554-716-5366

MEMORANDUM FOR THE DIRECTOR

- 2 -

It was pointed out by Mr. Clegg that at the present time Agents going by train and returning by train are required to change into their civilian clothes in order to perform such travel; however, if they go to and from Quantico by bus they are permitted to wear their range clothes. Messrs. E. A. Tamm, Quinn Tamm, Glavin and Ladd were of the opinion that Trainees should be required to wear civilian clothes going to and from Quantico regardless of the means of transportation.

Messrs. Nichols, Hendon, Rosen, Tracy, Clegg and Laughlin opposed this procedure, feeling that it was satisfactory for Agents to wear their range clothes if the transportation was being furnished by bus or car. Mr. Clegg stated that the principal objection to having Agents change from their range clothes to civilian clothes before returning to Washington was the congestion that would occur in the shower rooms at Quantico. He stated that this could be handled but it would definitely delay the departure of such Agents. With the adoption of the gray uniform there will, of course, be no occasion for any member of the military police to accost any of the Agents upon their arrival back in Washington wearing their range clothes.

If you approve the majority vote as to the adoption of the gray uniform appropriate instructions will be immediately issued.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary



August 31, 1942

RHL:FG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Hendon, Kramer, Ladd, Clegg, and Laughlin were advised that Mr. Donegan called from the New York office to state that two of the confidential informants being used by that office had been utilizing their personally owned automobiles in obtaining information for the Bureau and that since the gasoline rationing had been put into effect, they did not have enough gasoline to continue these operations and obviously could not request an additional quota, using as a basis their work for the Federal Bureau of Investigation since their connection is not known. Mr. Donegan suggested that the Bureau should assist these informants by furnishing them with a "C" book or by permitting the purchase of gasoline at the contract garage and having it charged to the Bureau.

The Conference was advised that one of these informants is Warner Pedro Varona, a very wealthy individual who is well connected and acquainted with prominent French refugees, and who according to the New York office has been extremely valuable. He does not receive any payment for his services. The other individual is Harold Heff who performed very valuable service on the Ducase, submits regular reports to the New York office, and has been on the payroll since June 1, 1940. He presently receives \$75 per week.

The Conference recommends that the New York office be permitted to furnish these individuals with "C" books which have been issued to the New York office for the use of official cars and for issuance to Agents

Mr. Tolson driving their personally owned cars. The Conference was advised by Mr. E. A. Tamm and Mr. Laughlin that these books had been furnished to the Bureau by the OPA to be used by the Bureau in connection with official duties and it would appear Mr. Glavin that this procedure would definitely come under the category of being official. Mr. Ladd If the Director approves of this procedure, the New York office will be so Mr. Nichols advised.

Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

E. A. Glavin  
Secretary

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/98 BY SP5CJ/bce

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-2554-3



August 31, 1942

PHL:FG

5-1853

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Hendon, Kramer, Ladd, Clegg, and Laughlin considered the attached letter to all Agents in Charge advising of the arrangements which have been made with the Office of Civilian Defense to have the individual Field Offices request identifying arm bands from the local offices of the Office of Civilian Defense to be issued to Agents of the Federal Bureau of Investigation so that they could operate during air raids and blackouts.

The Conference recommended that this letter be sent out.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/18/98 BY SP5C/bee

#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment 8

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August 31, 1942

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#323013ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/1/00 BY SP3CJ/KW

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Laughlin, Hendon, Kramer, Tracy, Ladd and Clegg being present, considered the suggestion of Special Agent in Charge Abbaticchio with reference to various types of confidential informants files.

At present, the general confidential informants are kept under the personal supervision of the Special Agent in Charge. In so doing, the Special Agent in Charge can supervise the use of these informants so that they will not be contacted promiscuously by the Agents in the office. These are confidential informants as distinguished from sources of information, the index of which is maintained easily available to the Agents, and unrestricted contact with them can be made. In connection with confidential National Defense and confidential plant informants, the National Defense Manual permits these cards to be maintained freely available to Special Agents of the service. There has been some confusion because the general confidential informants are maintained under the control of the SAC and the National Defense and plant confidential informants may be available to the Agents.

Mr. Tracy and Mr. Clegg are of the opinion that sources of information, as in the past, should continue to be made freely available to all the Special Agents and, as is customary in the field offices, they should be maintained in the Agents' office. The confidential informants, it is felt, would lose their value as informants and would certainly no longer be confidential if it were permitted that they be contacted without restriction and restraint by Special Agents. Both Mr. Tracy and Mr. Clegg favor the maintenance of all confidential informants files - general, plant and National Defense - under the supervision of either the SAC, the Number One Man or the supervisor under lock and key subject to examination only by one of the authorized supervisory officials so that appropriate limitation and restriction can be placed upon the reference to these informants and the contacting of them.

Mr. Tolson  
Mr. E. A. Tamm

Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Mr. Ladd, Mr. Hendon, Mr. Laughlin, Mr. Kramer and Mr. E. A. Tamm feel that the confidential informant files should be maintained freely available to the Special Agents of an office in order to encourage reasonably frequent contacts with these informants. They felt that if there was some special limitation or restriction which should be placed upon contacting them, such a notice should be placed on the card or list; that if an informant has been contacted within the past 30 days, he should not be contacted again without special permission, and the dates of the contacts would be noted on the cards. The Manual will be changed to conform with the approved recommendation, and Mr. Abbaticchio will be advised of the Bureau's decision.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

ORIGINAL FILED IN

66-254-2-165

1 OCT 1 1942  
230  
cc - Mr. Glavin  
Q36

66-254-  
RECORDED  
INDEXED

HRC:JED

August 28, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Tracy, Hendon, Ladd and Clegg being present, recommended favorably with reference to the suggestion of Supervisor V. T. McIntyre of the Training and Inspection Division that when communications are received from police officials or organizations requesting additional copies of the booklet entitled "War Duty Suggestions for Police", they be forwarded by routing slip to the field offices for acknowledgment and action.

This suggestion is made in view of the fact that these booklets are being distributed by field offices. The suggestion was approved unanimously by the members of the Executive Conference who were present.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP8C/bca

# 303013

E. E. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

SEP 15 1942

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| 66-2554-     |
| NOT RECORDED |

ORIGINAL FILED IN 92-3-6-12-792

RGH:AKR

August 28, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Clegg, Rosen, Tracy, and Hendon, considered the question raised by SAC Bryce of El Paso in a conversation with Mr. Hendon concerning the practice of the employees of the El Paso Office visiting Juarez, Mexico.

Mr. Bryce pointed out that Juarez is like a part of El Paso and that it is common practice for everyone to go back and forth between the two cities as if it was one municipality. There is very little entertainment in El Paso and if people go out in the evening they usually go to Juarez for dinner and amusement.

The Conference was of the unanimous opinion that there was no objection to this practice.

Mr. Bryce had also stated that the employees are fully acquainted with objectionable places in Juarez and stay away from these.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

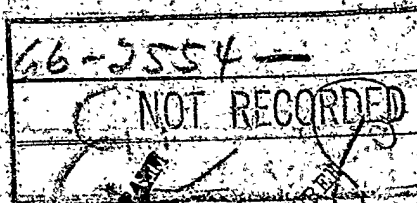
DATE 9/15/90 BY SP5C/LB  
# 323013

Clyde Tolson  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

W. R. Glavin  
Secretary



6K  
BCH:AKB

August 27, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 2/15/90 BY SP5CJ/bce

#323013

THE DIRECTOR

The Executive Conference, with Messrs. E. A. Tamm, Laughlin, Quinn Tamm, Rosen, Hendon, Ladd and Tracy in attendance, considered the request transmitted through the Birmingham Office of the Southern Bell Telephone and Telegraph Company for the discontinuance of the Bureau's request for time and charges upon each teletype communication. The Southern Bell Telephone and Telegraph Company has indicated that such requests materially tie up the teletype operator and lines and that the elimination of these requests would but approximately 33-1/3% of the time required for handling each of our messages. The Company pointed out that its circuits are overloaded in connection with the war program.

The Conference was of the unanimous opinion that we would not be justified under such circumstances to continue our present practice and that as a matter of fact such practice might lead to justifiable criticism. It was further pointed out that we may desire to change from the teletype system to the rented line system under the Western Union facilities in the near future and that if we complied with the present request our position would be improved when we make the change over for better service.

It is recommended that the attached letter to all Special Agents in Charge go forward discontinuing the requests for time and charges and placing the responsibility upon clerical employees handling incoming and outgoing messages of recording the transmission time, which would be available in checking bills submitted on the teletype facilities.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

50 SEP 2 1942  
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cc - Mr. Glavin

66-2554-  
NOT RECORDED

ORIGINAL FILE IN 62-14749-117

August 27, 1942

RHL:FG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Hendon, Rosen, Ladd, Tracy, and Laughlin considered the letter submitted by Mr. Hood attached hereto in which he states that in view of the fact that desks are now being furnished to the Field without locks due to certain freeclassing orders of the War Production Board, he contemplates setting aside a file cabinet drawer in the room where these desks are to be located, such drawer being labeled "Firearms" for the purpose of providing a place for the Agents to keep their firearms. Mr. Hood states that these drawers will be kept locked at all times.

The Conference recommends that this procedure be considered satisfactory; further, that some such arrangement must be approved in view of the impossibility of obtaining desks with locks at the present time.

Respectfully,  
FOR THE CONFERENCE

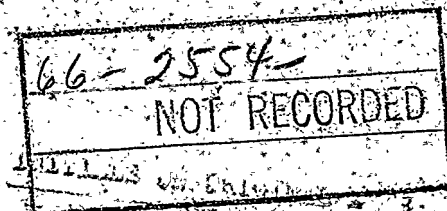
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HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 C/b  
# 323013

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ Attachment  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN

8  
HEC:MMH:JBM

August 26, 1942

THE DIRECTOR

The Executive Conference, the following being present, Messrs. E. A. Tamm, Quinn Tamm, Laughlin, Carson, Ladd, Hendon, Tracy, Rosen and Clegg, considered favorably the recommendation of Special Agent James H. Nicholson that the requirement in the Manual of Rules and Regulations of addressing letters, which are enclosed in envelopes, to the Special Agents in Charge, "Special Agent in Charge, New York, New York," be changed to "SAC, New York", using only the abbreviation "SAC" followed by the name of the city in which the headquarters office is located. In addressing field offices, necessarily, the envelopes should be properly addressed to permit quick and accurate delivery.

It was also recommended that the words "Very truly yours" in the future be reduced to "Yours truly".

The Agent pointed out that with the above changes, assuming that 1,000 stenographers prepared a total of 10,000 letters in one day, there would be a lessening of typing strokes by about 250,000 strokes per day. It was felt by the Conference that as an experiment, at least, the above suggestions should be adopted and in the event they proved successful, the Manual of Rules and Regulations would be changed.

If approved, there are attached a bulletin and a reply to Special Agent Nicholson.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/18/98 BY SP5CJ/KC

#323013

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Enclosures

cc - Mr. Glavin

66-2554-  
NOT RECORDED  
RECORDED AND STAMPED

ORIGINAL FILED IN 66-3033-8



August 26, 1942

Mr. RENNEBERGER

It is desired that you not print any bulletin or SAC letter for transmittal to the field until after the bulletin or letter has been approved in the Training and Inspection Division. In the event another verification of this approval appears on the document which you receive for printing, it is desired that you telephone Supervisor J. A. Carlson or in his absence Supervisor J. A. Robey, or in his absence either Mr. Clegg or Mr. Hince will verify the approval or disapproval.

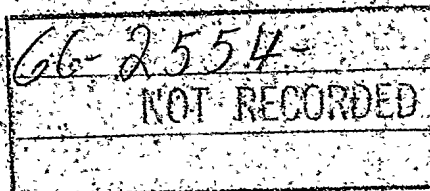
A notation, "Approved for printing," followed by the signature of the supervisory official of the Training and Inspection Division will be attached to the original of the communication transmitted to you for printing.

Very truly yours,

John Edgar Hoover  
Director

Approved by Executive Conference, August 22, 1942, those being present, Messrs. E. A. Tamm, Quinn Tamm, Laughlin, Carson, Ladd, Hendon, Tracy, Rosen and Clegg.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5 G/L/600  
#323013



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ORIGINAL FILED IN 66-2554-3



RHL:jh

August 26, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Clegg, Hendon, Ladd, Tracy, and Laughlin were advised by Mr. Laughlin that Messrs. Richard H. Stouffer, Ed Walker, and Don Ross of the Aetna Life Insurance Company had called at the Bureau to discuss the possibility of arranging for group insurance for Special Agents.

These gentlemen were of the very definite opinion that the Aetna Life Insurance Company could work out an arrangement for the issuance of groups insurance at a very attractive rate, estimated by them to be at the rate of 60¢ per month per \$1000, with a limitation of \$5000 total insurance on any one individual. They were furthermore of the opinion that arrangements could be worked out whereby the matter of collecting the premium could be made satisfactory, it being realized that the Treasury Department would not sanction a program whereby the premium would be deducted from the salary of each Agent.

The Conference recommends that the Aetna Life Insurance Company, through Mr. Stouffer, be furnished with information as to the average age of Agents in the service and the past history insofar as deaths from occupational hazard is concerned, and to see what proposition the Aetna Life Insurance Company may make. It is understood by the Conference that 75% of the Agents must participate in this plan if it is to be effected. The Conference suggested that a circularization of the Agents would be held in abeyance until such time as definite information could be furnished to them as to policy rates, limitations as to the amount of insurance, etc.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_ If you approve, there is attached hereto a letter to Mr. Stouffer  
Mr. Clegg \_\_\_\_\_ furnishing him with the information requested.

Respectfully,  
FOR THE CONFERENCE

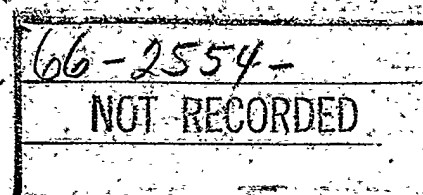
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DATE 9/15/90 BY SP5C/bcc  
#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment



Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

SEP 8 1942

ORIGINAL FILED IN 66-4182-644

RHL:jh

August 26, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Hendon, Rosen, Ladd, Tracy, and Laughlin, considered the attached letter submitted by Mr. Lee of the Chief Clerk's Office with his suggestion that it be sent to all Field Offices.

The letter in question concerns the obtaining of additional clerical applicants, particularly female clerical employees, and establishes a quota for each Field Office, which quota has been based upon the number of new employees that have been furnished in the past from the individual office.

The Conference is of the opinion that this letter should be sent to all Field Offices.

Respectfully,  
FOR THE CONFERENCE

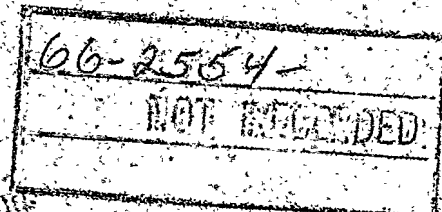
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DATE 9/15/90 BY SP5W/bca  
323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ Attachment  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILE IN 66-2554-408

RHL:jh

August 25, 1944

Special Agent in Charge  
Savannah, Georgia

Dear Sir:

Reference is made to your letter of August 11, 1944, concerning the difficulty you are experiencing in obtaining a contract for repairs to automobile radios for the present fiscal year.

With regard to your suggestion that such work might be performed by the Army Signal Corps repair shop in Savannah, I desire to advise you that the Bureau has no objection to your endeavoring to make such arrangements. Reimbursement for whatever expenses are incurred in this regard can be obtained through the issuance of transfer voucher, form 1080, unless, of course, you can make arrangements to have the repair work performed free of charge.

The Bureau, of course, has no information as to the competency of the technicians attached to the Signal Corps and it will be left to your discretion after experiencing their proficiency whether or not these arrangements should be continued.

Very truly yours,

John Edgar Hoover  
Director

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Clegg, Carson, Ladd, Hendon, Tracy and Laughlin, approved the above.

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HEREIN IS UNCLASSIFIED

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ORIGINAL FILED IN 66-7165-

RHL:jh

August 24, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Clegg, Carson, Ladd, Hendon, Tracy and Laughlin, considered the letter received from New York concerning [redacted] who has been functioning in the New York Office as a confidential informant and translator at an approved salary of \$50.00 per week.

The New York Office advises that this man has been offered a position as [redacted] in New York City at a salary of \$3800 per annum and requests that in view of the work being performed by this man and his value to the New York Office and the Bureau that arrangements be made to increase his salary to meet that offered by OWI. The New York Office further advised that this man is extremely valuable by reason of his past background; that his value goes far beyond that of [redacted] because of his knowledge of foreign countries and his knowledge of individuals in foreign countries which makes it possible for him to recognize the value and importance of the information that might be overlooked otherwise and to coordinate and correlate such information.

The Conference is of the opinion that the background of this man is such that he should not be offered a definite appointment as an employee of the Federal Bureau of Investigation. It feels, however, that since the New York Office believes and has indicated that this man is extremely valuable his salary as a confidential informant should be increased to \$3800 per annum. If you approve, a letter will be sent to the New York Office advising that this man cannot be officially appointed as an employee but that he may be reimbursed at the rate of \$3800 per annum as a confidential informant, such expenditure will, of course, be made from the confidential fund.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

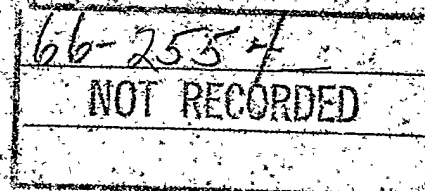
Mr. Nease

Miss Gandy

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



ORIGINAL FILED IN 65-7751-20

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DATE 9/22/90 BY SP5C/bce  
9/22/90

RHL:jh

August 24, 1942

MEMORANDUM FOR THE DIRECTOR

EX  
The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Clegg, Carson, Hendon, Ladd, Tracy, and Laughlin, considered the matter of the purchase of two new busses.

The Conference was informed by Mr. Laughlin that the Procurement Division had located busses from three different sources as follows:

1. 32-passenger capacity busses on an International Harvester chassis, located at Harrisburg, Pennsylvania C \$4100
2. Two busses on Federal chassis, located at Mitchell, Indiana. - 41 passenger, \$4100
3. Two busses of the White Manufacturing Company, located at Long Island City, New York: - 37 passenger \$9100

The prices of the busses under Items 1 and 2 above are approximately \$4100 each. The busses under Item 3 will be approximately \$9100 each. The Conference was informed that the specifications for all the above had been submitted to the Bureau of Standards and Dr. Bruce who has conducted the tests on automobiles and busses heretofore has informed that the busses under Item 1 are not suitable; that they do not meet the specifications with particular regard to the overhang in the back which is very excessive. The busses under Item 2 above appear to be generally satisfactory with the exception of the tires; the size of the tires is below that required by federal specifications and inasmuch as the busses will be operated fully loaded for the most part this would result in excessive wear of the tires and perhaps create an unsafe condition. The Bureau of Standards did point out, however, that the automobiles presently being sold carry tires that are generally 10% under the federal specifications and this did not appear to be a major point. The busses under Item 3 were determined by Dr. Bruce, according to the specifications, to be definitely superior to any of the others. It was his recommendation that if the Bureau desires a good substantial bus for many years' service these busses should be purchased. They are manufactured particularly for bus service according to the specifications of a commercial bus company which has not been able to obtain them because a priority will not be granted.

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The Conference was of the opinion that the Bureau should purchase the busses under Item 3 in view of the experiences the Bureau has had with the present busses which would indicate that a bus costing in the neighborhood of \$4500 does not stand up under the service given to it by the Bureau.

For your information the busses presently in the service have each operated approximately 38000 miles and each bus has spent considerable time in the shop and it had been necessary to incur considerable expense in the nature of repairs.

It is, therefore, recommended that the busses costing approximately \$9100 each be purchased. It will be necessary to take immediate action concerning this purchase inasmuch as the commercial bus company that originally ordered these busses is endeavoring to appeal the decision of the War production Board so they can obtain a priority. We have been advised, however, that the priority will be issued to the Bureau on our request. The paint job on these busses will be made to conform with the color scheme of the present busses, i.e. dark blue and silver.

Respectfully,  
FOR THE CONFERENCE

/s/ CT

Clyde Tolson  
Chairman

/s/ W. R. Glavin

W. R. Glavin  
Secretary



RHL:jh

August 24, 1942

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DATE 9/15/90 BY SP5CJ/bw

#323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Clegg, Carson, Hendon, Ladd, Tracy and Laughlin, was advised by Mr. Laughlin that the Office of Price Administration had issued an order freezing all four-door sedans of the Chevrolet, Plymouth, and Ford make as of August 18, 1942, through October 31, 1942. The reason for this order was to permit the Army to make a survey of these automobile available and to place its orders for whatever number is needed by the armed forces.

Contacts have been made with various officials in the War Production Board, Office of Price Administration, and the War Department and it has been impossible to get any action with regard to releasing four-door sedans of the above makes to the Bureau until the Ordnance Department of the Army has had a chance to make a survey and express its need. This will apparently take at least until October 31, 1942, and there is no assurance there will be any cars available for the Bureau after the survey has been made.

It was pointed out to the Conference that the Bureau could probably purchase some four-door sedans of the Studebaker, Hudson, and Nash types. It should be noted that there is a price limitation of \$925.00 on automobiles being purchased for the Bureau. We can also obtain two-door sedans and coupes of the Ford, Chevrolet, and Plymouth type.

The Conference recommends that the pending purchase of automobiles which will approximate 400 cars be divided as follows:

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

100 coupes of the Ford, Chevrolet and Plymouth type.

Not to exceed 100 four-door sedans of the Studebaker, Nash make.

The balance to be made up of two-door sedans of the Chevrolet, Plymouth, and Ford makes.

The Conference recognizes the fact that four-door sedans are more desirable on dangerous assignments but feels there are a sufficient number of four-door sedans assigned to each field office at the present

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time so that they could be utilized on raids and the coupes and two-door sedans could be well used on regular investigative work without creating any hazard. Furthermore the existence of coupes and two-door sedans in all of our office would eliminate the criticism made in the past concerning the ease with which four-door sedans are identified on surveillances.

If approved, therefore, the Procurement Division will be advised to proceed on the purchase of cars as indicated above.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



LAH:EEH

August 21, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Hendon, Ladd, Rosen, Tracy, Q. Tamm and Hince, considered the request of the El Paso Office for permission to utilize the range facilities at the Federal Correctional Institution, La Tuna, Texas, in connection with the regular firearms training of the El Paso Office.

It was pointed out at the Conference that the El Paso Office has had difficulty in utilizing the range presently assigned to it because of the unsatisfactory care for the range, which belongs to the Border Patrol, and because it is also being used by the Border Patrol which use has interfered with its use by the FBI Office.

It was also noted that the Atlanta Office of the Bureau has similarly used the range facilities provided by the Federal Prison at Atlanta.

RECOMMENDATION:

The Conference approved the recommendation of the El Paso Office that range facilities provided by the Federal Correctional Institution be used by the El Paso Office. If approved, an appropriate letter to Warden Tom White of the Federal Correctional Institution has been prepared.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_ Attachment  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_ cc - Mr. Glavin  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

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Y. V. Mrw

August 21, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E.A. Tamm, Glavin, Rosen, Hendon, Tracy, Quinn Tamm, and Hince, considered the suggestion of Special Agent D.A. Wible that the amount of time devoted to mechanics of arrest in the Training School be extended.

The Conference was informed that the present time allotted is ten hours to New Agents, two hours to the in-service courses, and six hours to the National Police Academy. In view of this fact, the Conference believed the present course of instruction is sufficiently extensive.

RECOMMENDATION: The Conference recommends that the instruction remain as at present. A letter to Mr. Wible has been prepared.

Respectfully,

For the Conference,

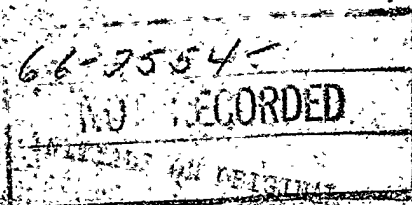
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DATE 9/15/90 BY SP5C/162  
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Clyde Tolson, Chairman

W.R. Glavin, Secretary

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August 17, 1942

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DATE 9/15/92 BY SP5W/br

THE DIRECTOR

#383013

The Executive Conference, with Messrs. E. A. Tamm, Quinn Tamm, Laughlin, Hince, Hendon, Rosen, Ladd and Kramer in attendance, considered the suggested curtailment in the distribution of the FBI Law Enforcement Bulletin. It was pointed out that in accordance with previous approval approximately 17,000 forms were forwarded to those individuals on the Bulletin mailing list inquiring as to whether they wanted to continue to receive the Bulletin and the insert. This form indicated definitely that those who did not return the form would not receive future issues of either. At this date approximately 8,500 forms have been returned.

#### RECOMMENDATION

The Conference recommends unanimously that those individuals who have not at this time returned the forms be removed from the mailing list, with the exception, of course, of certain individuals like Damon Runyon.

It was further recommended that a sufficient extra number of copies of the Bulletin be printed for the next two or three months to fill the requests which might be forthcoming from those whose names had been deleted.

The Conference further recommends that the mailing list be separated so that those who indicated they only wanted the Bulletin would not receive the insert, and vice versa.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

V. D. Glavin  
Secretary

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| NOT RECORDED |

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

cc - Mr. Glavin

81 - TWINGING NO. STATION

JOHN EDGAR HOOVER  
DIRECTOR



HHG:BG

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

June 2, 1942

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ✓  
Mr. E. A. Tamm ✓  
Mr. Glavin ✓  
Mr. Ladd ✓  
Mr. Nichols ✓  
Mr. Tracy ✓  
Mr. Rosen ✓  
Mr. Carson ✓  
Mr. Coffey ✓  
Mr. Hendon ✓  
Mr. Holloman ✓  
Tele. Room ✓  
Mr. Harbo ✓  
Mr. Quinn Tamm ✓  
Mr. Nease ✓  
Miss Beahm ✓  
Miss Gandy ✓

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, considered the problem which arose in connection with the program originally suggested by Mr. E. A. Tamm that training courses in the Spanish language be provided in the evening for Bureau officials and supervisors. Mr. Santoiana has drawn up a schedule of classes of this type and for six nights a week for one hour or three nights a week for two hours over a period of three months, different classes can be organized for (a) Bureau Executives; (b) Division Chiefs and Number One Men; (c) Supervisory Staffs.

The original suggestion which was made pointed out that the increased knowledge of Spanish would be an important attribute on the part of Bureau officials and supervisors, particularly in view of the Bureau's interest in Latin American territories.

The following were in favor of such a program of training: Messrs. Glavin, Quinn Tamm, E. A. Tamm, Rosen and Tracy.

Those who were opposed to the plan pointed out that acquiring an academic ability in the Spanish language in a three months' period would be lost within another three months unless they were in a Spanish-speaking country making use of the language, and further, the amount of time being devoted to other activities of the Bureau would make it undesirable to inaugurate such a program which would require one to two hours per night for a period of three months. Those opposed were Messrs. Tolson, Carson, Nichols, Hendon, Ladd, Kramer and Clegg.

It was recommended, in accordance with the suggestion of Mr. Santoiana, that two Special Agents to be selected jointly by Mr. Glavin and Mr. Santoiana be brought to Washington for the purpose of taking the course of training in Spanish, it being the purpose to select one of these two Special Agents for SIS work and the remaining one, who shows the greatest proficiency as an instructor, would remain in Washington to be able to teach Spanish in Mr. Santoiana's absence, either on sick or annual leave, and to enable the class to continue uninterruptedly and in order to receive instruction as an instructor. All members of the Conference approved this suggestion.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc-Mr. Glavin

copy retained in SIS files  
6/25/42 ans

LAH:ELI

August 21, 1942

THE DIRECTOR

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DATE 9/15/90 BY SP-1/KC

#323,013

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Hendon, Ladd, Rosen, Tracy, Q. Tamm and Hince, considered the suggestion made by Mr. Byron Price as to whether the Bureau would conduct investigations of 181 civilian employees of the Chicago Postal Censorship Station.

These employees are, of course, only a small part of the more than 16,000 Censorship employees, but they are engaged in the Censorship of Prisoners of War mail. This mail goes directly to enemy occupied countries and provides a direct channel with enemy countries. These employees, if unreliable, could arrange to slip messages into the envelopes of the Prisoners of War correspondence.

The Conference was of the opinion that the Bureau could not conduct 181 employee investigations even though it was undesirable to internal security. The Bureau offered to check the names of these individuals through the FBI files.

RECOMMENDATION:

Mr. Tolson \_\_\_\_\_ The Conference recommended that the Bureau not conduct investigations of 181 Prisoners of War Censors at Chicago but that the Bureau offer to check the names of the persons through the Bureau's files.

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Kramer \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

NOT RECORDED

cc - Mr. Glavin

ORIGINAL FILE IN 62-62736-1271

DAH:SEM

August 20, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Hendon, Ladd, Rosen, Tracy, Q. Tamm and Hince, considered the request of the New York Office that a limited amount of ammunition be stored at Camp Smith, Peekskill, New York, for use in connection with the firearms training of the Agents in the New York Office which is conducted there regularly.

The Commanding Officer at Camp Smith has offered to turn over for the use of the New York Office one-third of the floor space in an ammunition storehouse at Camp Smith. The storehouse is of concrete construction, has metal doors and the key is kept in the personal possession of the Commanding Officer. The problem of transporting ammunition to Camp Smith for the firearms training of the New York Office personnel has become quite difficult.

RECOMMENDATION:

The Conference recommends that the New York Office be granted approval to store a limited amount of ammunition at Camp Smith from month to month for firearms training. If approved, the New York Office will be advised by the attached letter.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

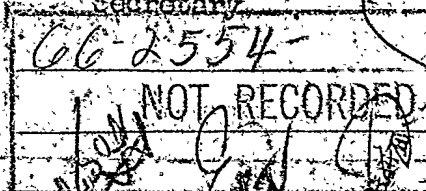
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DATE 9/15/94 BY SP2/162  
#323013

W. R. Glavin,  
Secretary

Tamm  
Glavin  
Ladd  
Nichols  
Rosen  
Tracy  
Carson  
Coffey  
Hendon  
Tramer  
McGuire  
Quinn Tamm  
Case  
Gandy

CC - Mr. Glavin





August 17, 1942

RCH:AKR

THE DIRECTOR

The Executive Conference, with Messrs. E. A. Tamm, Glavin, Rosen, Tracy, Ladd, Kramer, Hendon, Quinn Tamm and Carson in attendance, considered the proposition of contacting the "Minute Men" of the National Society of the Sons of the American Revolution, whose names are being furnished by Mr. Sterling F. Mutz, President General, after an interview with Mr. Pennington.

It was pointed out that there are 265 chapters of the SAR in the United States, many of these concentrated among the Eastern cities. Mr. Mutz is furnishing the names of from 7 to 20 possible contacts in each chapter, making a minimum of 1800 and a maximum of 5200 individuals. The question was raised as to whether it would be of sufficient value to the Bureau to have each of these persons contacted personally by a Special Agent.

RECOMMENDATION

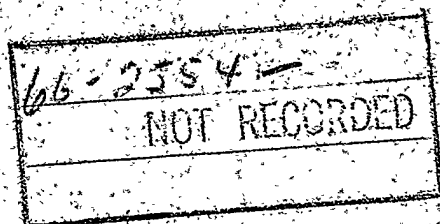
Messrs. Glavin, Rosen, Tracy, Ladd, Kramer and Hendon were of the opinion that these names should only be considered by the Field Offices as possible sources of information, and that instructions should not be issued to the effect each person be contacted similar to the American Legion program.

Messrs. E. A. Tamm, Quinn Tamm and Carson were of the opinion that they should be individually contacted.

ACTION

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg to Mr. Mutz are attached, in keeping with the opinion of the majority. It is suggested to the Field that where possible contact be made with each Chapter President to explain how the "Minute Men" can assist or that arrangements be made for an Agent to attend a meeting of the President and "Minute Men" for this purpose.  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Mr. Pennington is of the opinion that we should not make an effort to contact each individual. He feels that our efforts along these lines should be confined to the Shriners and the American Legion and that their usefulness has not been thoroughly accomplished as of this date.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc - Mr. Glavin



4K  
RCH:AKR

August 17, 1942

THE DIRECTOR

0 -  
The Executive Conference, with Messrs. E. A. Tamm, Glavin, Rosen, Tracy, Ladd, Kramer, Hendon, Quinn Tamm and Carson in attendance, considered the suggestion of Supervisor William L. Ryan to the effect that the addresses of the individuals upon whom ONI and G-2 have submitted reports to the Bureau headquarters be shown on the abstracts in our files. Mr. Ryan pointed out that this would assist the file locate men in finding the reports and that difficulty is presently had in this regard since they are usually routed to the Supervisor handling the Washington Field Office inasmuch as they are postmarked at Washington, D. C.

It was pointed out to the Conference that Mr. Nichols and Mr. Patterson are opposed to the suggestion with the feeling that the additional burden placed upon the typists in the Files Division would be greater than the time saved for the locate men. They further pointed out that a check of the index cards by the locate men will serve the same purpose.

RECOMMENDATION

The Conference unanimously recommends that the suggestion not be adopted, in view of the above reasons, but that the file locate men be instructed to more fully utilize the index cards rather than going from supervisor to supervisor in the hope of locating the reports.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP2C/bca

#323013

54 SEP 5 1942

Respectfully,  
For the Conference

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554-  
NOT RECORDED

cc-Mr. Glavin

ORIGINAL FILED IN 66-2554-1

64857

WRG:MTS

August 15, 1942

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/15/94 BY SP-6/1/94

#323013

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Rosen, Tracy, Kramer, Carson, Hendon, and Glavin, considered a suggestion that the Bureau purchase certain reloading equipment.

For the Director's information, difficulty is being experienced at the present time in securing .38 caliber wad cutter ammunition. We use a tremendous amount of this ammunition and we have on order over 1,500,000 rounds of such ammunition at this time. As was pointed out to the Conference, the Munitions Assignment Committee and the Defense Supply Corporation feel that the Bureau should consider reloading this midrange ammunition. A conference was held with representatives of these organizations and was attended by Special Agents Hottel, Baughman, and Halter, and the Bureau's needs were explained at that time. Clearance was received for what ammunition we needed then, but the comment was made that we should consider reloading equipment.

The Conference was further advised that Mr. Baughman was of the opinion that we should purchase certain equipment totaling approximately \$400 so that the firearms men at Quantico could be instructed in reloading; that we have sufficient material available to reload cartridges so that we would not be put in the position of not having any ammunition if it develops that at some future time we cannot secure any more ammunition from manufacturers. Mr. Baughman is of the very definite opinion that space is available at Quantico to take care of this additional activity.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

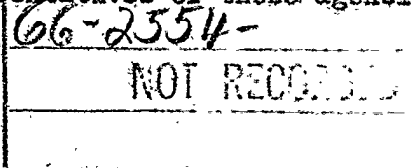
Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The Conference recommends that we purchase the reloading equipment suggested by Mr. Baughman and be prepared for eventualities, that the men at Quantico be appropriately instructed in the reloading, and that a reloading program be initiated so that we cannot be accused of failing to cooperate during the present emergency.

For the information of the Director, it is not felt that there will be any difficulty in securing the necessary materials for this reloading program. The one item which brings about the suggestion for reloading by the War Department, the War Production Board and its affiliates is the casings for the cartridges. Representatives of these agencies state



230  
18 SEP 4 1942

that it is almost impossible to get such casings for civilian use. We have been saving the casings for some period of time now, with this eventuality in mind. We feel that we should ask for casings to be returned from the field and turned in at Quantico so that our program can be begun in a small way in order that we may be properly equipped if it becomes essential to enter a reloading program for all of our .38 caliber wad cutter ammunition.

The other ammunition used by us is not susceptible to reloading, and so far as can be determined from information we have received up to the present time, we will be able to get supplies of this ammunition.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

WRG:MTS

August 15, 1942

THE DIRECTOR

RE: ACCIDENT INVOLVING BUREAU AUTOMOBILES  
Chevrolet Sedan, Motor No. 24379  
Chevrolet Sedan, Motor No. 23642  
Drivers - Special Agents John R. Murphy, Jr.  
and William F. Givray, Jr.  
Damages - \$39.80 and \$5.75, respectively  
Division - Houston

The Executive Conference, consisting of Messrs.  
E. A. Tamm, Ladd, Quinn Tamm, Rosen, Tracy, Kramer, Carson,  
Hendon, and Glavin, was in thorough agreement that Special  
Agent John R. Murphy, Jr., was negligent in the operation  
of his automobile and should be held responsible for the  
damage to the two cars in the sum total of \$48.55.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
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DATE 9/15/92 BY SP5C/PLA

#323,013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
NOT RECORDED  
55 SEP 2 1942  
RECORDS OF ORIGINAL

September 1, 1942

RHL:FG

ALL INFORMATION CONTAINED  
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DATE 9/15/90 BY SP5CJ/bce  
2323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Hendon, Kramer, Ladd, Clegg, and Laughlin considered the attached summary of the automobile accident involving Special Agent Thomas H. Williams.

For the Director's information, Agent Williams was operating a Bureau car at a speed somewhere between twenty and thirty miles per hour when he approached an intersection at which point a car ahead of him was stopped. Agent Williams stated that he applied the brakes at approximately fifty feet from the car, but the car did not stop and the damage to the Bureau car amounted to \$43.10. The damage to the other car owned and operated by Earl E. Jacobs amounted to \$75 and the hospital bill for Mr. Jacobs was \$12. He was not seriously injured, the charge being for X-ray examination.

Agent Williams stated that when he applied the brakes, the brakes failed completely to function. The investigating Agent together with the head mechanic of the contract garage tested the brakes after the accident and it was found that the car had no front brakes; however, the rear brakes were functioning and the test indicated that the car would stop within a distance of fifty feet. It was also stated that the rear tires of the Bureau car were smooth; that it had just started to rain, although according to Agent Williams the street was not slick. It was also noted that Agent Williams had driven this same car the day previously at which time he stated the brakes worked reasonably well.

Mr. Tolson \_\_\_\_\_ Messrs. Clegg, Ladd, Kramer, and Hendon were of the opinion that  
Mr. E. A. Tamm \_\_\_\_\_ Agent should not be held responsible for the accident since they felt  
Mr. Clegg \_\_\_\_\_ that the accident was due to the failure of the brakes to properly function  
Mr. Glavin \_\_\_\_\_ and a contributory cause was the condition of the tires. For the Director's  
Mr. Ladd \_\_\_\_\_ information, a letter is being sent to the St. Louis office concerning the  
Mr. Nichols \_\_\_\_\_ condition of the tires and requesting an explanation as to why slick tires  
Mr. Rosen \_\_\_\_\_ were on the car.  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_ Messrs. E. A. Tamm, Tracy, and Laughlin believe that the Agent  
Mr. Coffey \_\_\_\_\_ should be held responsible pointing out that he had a clear vision  
Mr. Hendon \_\_\_\_\_ ahead, saw the car in front stop and should have exercised due caution  
Mr. Kramer \_\_\_\_\_ in starting to slow up in sufficient time to stop. They believe that  
Mr. McGuire \_\_\_\_\_ the Agent failed to exercise good judgment in view of the fact that it  
Mr. Quinn Tamm \_\_\_\_\_ was raining at the time.  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
✓ En [Signature]

Memorandum for the Director

2.

If the Director approves the majority view, Agent Williams will be advised that he is not being held responsible for this accident.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

September 15, 1942

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WT:jn

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DATE 11/11/00 BY 6032

THE DIRECTOR

RE: SUGGESTIONS

*Cy*  
The Conference considered two recent suggestions by SAC Dwight Brantley as follows:

(1) Mr. Brantley suggested the Bureau discontinue the practice of sending two copies of the criminal records to field offices for the reason that one copy is sufficient since criminal records furnished by the Bureau are immediately placed in the case file, that the usual practice of routing a copy to the resident agent is of no value since the agent to whom the case is assigned will incorporate the criminal record furnished by the Bureau into the next report so that for all practical purposes and future reference, there is more than one copy of the report containing the complete criminal record.

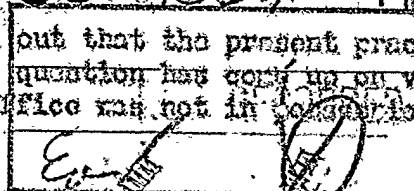
The Conference points out that the extra copy of the criminal record is available for whatever emergency may arise. It also can be charged out to the agent handling the case without "stripping" the case file. Further that a resident agent who does not frequently dictate in the headquarters city utilizes the extra copy in connection with his rough draft reports. Contacts with agents in retraining schools have given the Identification Division the impression that the extra copy is extremely useful to the agents in the field. The Conference was unanimously of the opinion that this question should be submitted to several SACs in order that a rather wide cross-section viewpoint can be secured. Letters are transmitted herewith to six SACs for this purpose if approved.

(2) Mr. Brantley suggested the Bureau discontinue the practice of furnishing copies of incoming communications addressed to the Bureau along with copies Mr. E. of Bureau replies to individuals making complaints to Washington on matters not Mr. C. within the Bureau's primary jurisdiction. He pointed out, for example, that a can Mr. G. regarding the Bureau on a tire rationing violation or narcotic violation, the Bureau Mr. L. should in acknowledging refer him to the appropriate agency in Washington, then if Mr. N. identification furnish the Bureau field office with copies of the incoming communication Mr. R. Board the reply. Mr. Brantley felt that this practice serves no purpose whatsoever Mr. T. and that in his long years of experience rarely, if ever, has the field office had Mr. C. any reference to these copies.

Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Conference points out that the present practice seems to be the more desirable, that the question has come up on various times in the past wherein the field office was not in possession of information.

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regarding an individual who had previously written the Bureau, thereby necessitating inquiry and additional correspondence at Washington. The Conference further points out that each field office should be cognizant and should have in its records copies of correspondence emanating from their field division to the Bureau in order that when and if instances do arise, the individual field office index will disclose that information.

There were present at the Conference Messrs. E. A. Tamm, Rosen, Clegg, Glavin, Hendon, Kramer, Ladd and Tracy.

Mr. Brantley is being advised in a letter transmittted herewith if approved.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

September 15, 1942

SJT:jn

THE DIRECTOR

Re: Request of Metropolitan Police Department

On August 24, 1942 the Metropolitan Police requested a wanted notice be placed by the Bureau against Lawrence R. Scall, former Chief Clerk, who disappeared August 21, 1942 following a shortage of funds approximating \$5,500.

By letter dated September 8, 1942 Assistant Superintendent Richard H. Mansfield stated "We shall greatly appreciate any assistance that your organization can give to us in this investigation. By direction of the Major and Superintendent."

The Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Clegg, Ladd, Rosen, Carson, Hendon, Kramer and Tracy unanimously recommended that the Bureau have SAC McKee of the Washington Field Office contact the Metropolitan police securing sufficient information that an effort might be made by the Bureau to locate the fugitive. It was pointed out at the Conference that it would be quite to the credit of the Bureau if the fugitive were located by us.

Respectfully,  
For the Conference

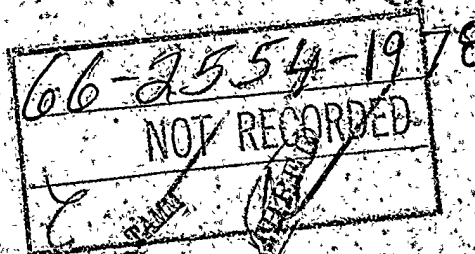
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DATE 9/15/90 BY SP5 C/ke

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd cc - Mr. Glavin  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN

WHL:rs

October 27, 1942

~~RECEIVED BY CONFIDENTIAL~~

Mr. E. C. Suran  
Federal Bureau of Investigation  
U. S. Department of Justice  
637 U. S. Post Office & Court House Building  
Cincinnati, Ohio

RE: ASSIGNMENT OF A SPECIAL AGENT TO THE  
HANDLING OF POLICE CASES, CINCINNATI OFFICE

Dear Mr. Suran:

Reference is made to your communication of  
October 19, 1942, requesting approval for the assignment  
of a Special Agent to assist in the handling of police  
correspondence in the Cincinnati Office.

The Bureau, after consideration of all facts  
in this matter, approves the designation of an additional  
Special Agent to handle this work.

The Bureau is of the opinion that an Agent  
other than Special Agent William R. Adair should be  
utilized for this assignment. You should, therefore,  
immediately advise the Bureau as to the identity of the  
Agent who will be designated to handle this assignment.

Sincerely yours,

John Edgar Hoover  
Director

Note - The Executive Conference of October 23, 1942,  
consisting of Messrs. Tolson, E. A. Tamm, Kramer, Quinn  
Tamm, Tracy, Nichols, Rosen, Carson, Hince, Clegg and  
Mr. Rosen approved the designation of an additional Agent  
to handle this work at Cincinnati.

Respectfully submitted,  
FOR THE CONFERENCE

John Edgar Hoover  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

COMMUNICATIONS SECTION

MAILED 10

OCT 28 1942 P.M.

FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

RECEIVED - NOV 1 1942  
OCT 30 3 10 PM '42

RECEIVED - NOV 1 1942  
U. S. DEPT OF JUSTICE  
OCT 27 11 11 AM '42  
F. B. I.  
RECEIVED - NOV 1 1942  
U. S. DEPT OF JUSTICE

W:mac

September 28, 1942

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DATE 9/15/90 BY SP5 WLB/BA  
#323013

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Olegg, Nichols, Hendon, Rosen, Kramer, Carson, Hingo, Laughlin, Tracy and Quinn Tamm being present, considered a suggestion submitted by the Identification Division in which the relative rating system of the Technical Section of the Identification Division would be revised.

For your information the system presently in use in the Identification Division is strictly a production system based upon purely mechanical means of measuring the amount of production of an employee, plus or minus a bonus for the accuracy of the employee's work. As you know the system has caused allegations in the past that employees at the top of the rating list were at the top because they were cheating or otherwise cutting corners. These comments have existed in the Identification Division for years. Consequently, some means of changing the system has been desired and the Identification Division submits the following plan:

That rather than rate the employees in a relative standing, such as one out of two hundred and fifty in the same grade, the employees be rated in groups and that these groups correspond to the efficiency rating groups that are in use by the Bureau on its annual efficiency rating basis (the groups would be excellent, very good, good, fair and unsatisfactory); that the groupings of the employees be arrived at first by actual measurement of the production and accuracy corresponding to the present record which the Identification Division keeps then a rating by the Assistant Coordinator or Clerical Supervisor on the basis of the employee's industry, technical skill, attention to detail, attitude towards his work, cooperativeness and dependability; that the rating of the Clerical Supervisors be submitted to the Agent Supervisor for review at which time the employees will be grouped in their respective groups.

The plan as submitted will do away with the strictly technical rating and

Mr. Tolson the employees a rating on the basis of their general conduct.

Mr. E. A. Tamm

Mr. Olegg **RECOMMENDATION:** The Conference is unanimously of the opinion that the plan should be tried. If you approve, appropriate instructions will be issued to the Identification Division.

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

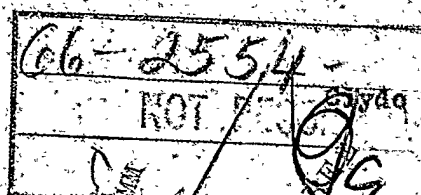
Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,  
For the Conference



J. Edgar Tolson, Chairman

W. H. Glavin, Secretary

ORIGINAL FILED IN

HC:BG

September 26, 1942

THE DIRECTOR

25

The Executive Conference, those present being Messrs. Tolson, Laughlin, Tracy, Quinn Tamm, E. A. Tamm, Rosen, Nichols, Hince, Ladd, Hendon, Carson, Kramer and Clegg, considered a suggestion submitted by Acting SAC Sloan with reference to teaching Bureau agents how to load and unload unusual types of weapons. In this connection it is pointed out that the agents have a thorough knowledge of the mechanics of regular Bureau firearms and are taught how to load, unload and shoot automatic pistols, although they are not issued to them. However, there are unusual designs of weapons of foreign make which require freakish methods of loading and unloading and it was believed by Mr. Sloan that a collection of this sort of weapons, to be available at Quantico, which collection would be obtained with the cooperation of the Bureau's Laboratory, would permit some instruction to be given the agents in handling these special types of weapons, particularly to determine if they are loaded and to ascertain how to unload them.

Some members of the Conference felt that this subject matter would be easily forgotten, that it could easily be made ridiculous and carried to the cane gun. Others thought that the best information available should at least be given to the agents while they are in training at Quantico.

Those in favor of the suggestion were Messrs. Tolson, Laughlin, Quinn Tamm, Rosen, Hince, Hendon and Clegg.

Those opposed were Messrs. Tracy, E. A. Tamm, Nichols, Ladd, Carson and Kramer.

- r. Tolson
- r. E. A. Tamm
- r. Clegg
- r. Glavin
- r. Ladd
- r. Nichols
- r. Rosen
- r. Tracy
- r. Carson
- r. Coffey
- r. Hendon
- r. Kramer
- r. McGuire
- Quinn Tamm
- Nease cc-Mr. Glavin
- ss Gandy

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HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5 w/hce  
#323013

Respectfully,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2534-  
NOT RECORDED

ORIGINAL FILED IN 66-2534

LBH:JS

September 20, 1942

THE DIRECTOR

The Executive Conference considered the matter of training in the use of gas masks. At the present time, all employees are given training each month.

It was pointed out that in the Files Section, for example, with 900 employees on 3 shifts with 600 gas masks, there is a minimum of space. After each training, gas masks must be disinfected. The actual job of disinfecting the gas masks takes very little time. However, the masks must be laid out to dry for approximately fifteen minutes. Great confusion results. The same applies in the Identification Division.

Messrs. Tolson, E. A. Tamm, Ladd, Tracy, Carson and Nichols recommended that monthly gas mask training be discontinued after each employee has had three practice sessions. Messrs. Glavin, Rosen and Hince recommended no change.

Respectfully,  
For the Conference.

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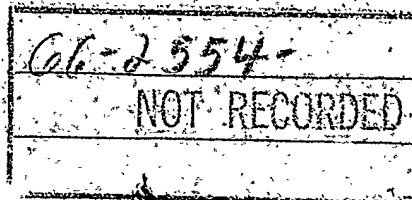
DATE 9/15/90 BY SP5C/PC

#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Gregg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc - Mr. Glavin  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN



WRG:jh

September 18, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Carson, Rosen, Clegg, Ladd, Kramer, Nichols, Tracy, Hendon, and Glavin, considered the suggestion submitted by Mr. J. P. Mohr of the Chief Clerk's Office that as male employees in clerical capacities are lost in the field the Bureau give consideration to assigning female employees to midnight clerical duties; that if such female employees are assigned a Special Agent be also assigned to that tour of duty.

The Conference was of the unanimous opinion that female employees should not be assigned to midnight duty in any office; that if we came to the point where male employees cannot be secured or retained for such assignment, an Agent should be assigned alone to this duty.

Should the Director approve this recommendation, appropriate instructions will be issued for future guidance.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5 CAC  
2323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-7554-86

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LBN:WLS

September 26, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Hendon, Rosen, Glavin, Q. Tamm and Nichols considered the suggestion of Special Agent J. A. Roche that existing regulations be modified in order to obviate the necessity of including in reports information sent from one field office to another by teletype on routine cases.

The Conference was unanimously opposed to any change, since it would be necessary to detail specifically the instances in which the material should not be included, and even in those instances material might be of primary importance to an auxiliary office which had not received the teletype.

Accordingly, no change is recommended.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5C/bw

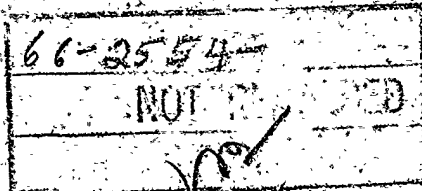
323013

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin



ORIGINAL FILED IN 66-24435-135

HHC:BG

September 26, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Laughlin, Tracy, Quinn Tamm, E. A. Tamm, Rosen, Nichols, Hince, Ladd, Hendon, Carson, Kramer and Clegg, recommended that Mr. Leonard, who draws the "Hickey Finn" cartoon and who recently visited Quantico and became acquainted with some of the NPA students, be invited to attend the NPA banquet, that he make a talk at the banquet and that he be invited to be present at the regular graduation exercises.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

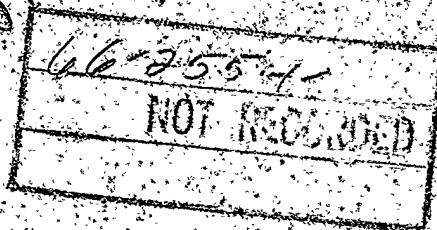
W. R. Glavin  
Secretary

cc-Mr. Glavin

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/12/90 BY SP5 a/ba

#327013



ORIGINAL FILE IN 94-4-5840

BHC:BG

September 23, 1942

Mr. Fred A. Roff  
Chief of Police  
Morristown, New Jersey

My dear Chief:

Further reference is made to your letter dated September 3, 1942, in which you express the desire to enroll Lieutenant Anson J. Beckwith of your department in the FBI National Police Academy beginning on January 4, 1943.

I am very glad to inform you that it will be my pleasure to give your application preferred attention. To this end, it will be appreciated if you will have Lieutenant Beckwith fill out the attached record which you may then desire to transmit to the Bureau in order to complete the formal application. We will then seek to complete the qualifying requirements at a very early date so that an invitation may be extended in ample time for your representative to attend the next session of the Academy.

I desire to express to you my appreciation for your continued interest.

With assurances of best wishes, I am

Sincerely yours,

Mr. Tolson Inclosure  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd cc-Newark  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

NOTE: Approved by Executive Conference 9/19/42, those present being Messrs. Tolson, Glavin, Hince, Quinn Tamm, Nichols, Rosen, Hendon, Ladd, Carson, Kramer and Clegg.

*[Handwritten signature]*

C  
O  
P  
Y  
mrw  
HHC:BG

September 22, 1942

Special Agent in Charge  
New Orleans, Louisiana

Dear Sir:

Reference is made to your recent conversation by telephone with Mr. McCabe, of the Bureau concerning the desire of the New Orleans Harbor Police to be considered eligible to send a representative to the FBI National Police Academy.

For your confidential information, you are advised that this organization is not considered as engaged in the field of activity which would justify its receiving favorable consideration and you should make no attempt to obtain an application from that agency.

Very truly yours,

John Edgar Hoover  
Director

NOTE: Approved by Executive Conference 9-19-42, these present being Messrs. Tolson, Glavin, Hince, Quinn Tamm, Nichols, Rosen, Hendon, Ladd, Carson, Kramer and Clegg.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP-6/bce  
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John  
OCT 7 1942  
Jc

INITIALS OF

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ORIGINAL FILED IN 1-2801

LBN:JS

September 20, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/18/90 BY SP5CJ/bce

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Tracy, Glavin, Kramer, Hince, Hendon, Carson and Nichols, reconsidered the Executive Conference memorandum of September 13, 1942, in view of a request which the Bureau has received from the Telephone Company subsequent to considering the contents of the Executive Conference memorandum of September 13th. At that time the Conference agreed that the request of the Des Moines Office would be approved, namely, of not asking the Telephone Company for the time and charges of the long distance telephone calls.

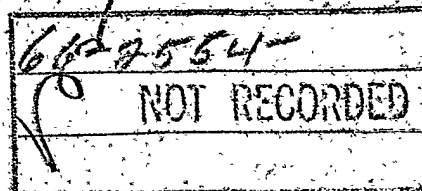
However, the Conference unanimously recommended against establishing this on a nationwide basis following the statement of Mr. Nichols that from time to time incorrect charges are made and that he felt the practice should not be discontinued since no specific request had been received.

On September 14th, a representative of the Telephone Company called at the Bureau and advised that as a matter of procedure, the Telephone Company was asking the larger subscribers to discontinue the practice of requesting time and charges since this was bogging down service. He further pointed out that both the War and Navy Departments had acceded to the Telephone Company's request, purely as a Wartime measure.

Mr. Tolson \_\_\_\_\_ In view of the request of the Telephone Company, the  
Mr. E. A. Tamm \_\_\_\_\_ Conference unanimously recommended that we accede to their re-  
Mr. Clegg \_\_\_\_\_ quest of not asking time and charges on long distance telephone  
Mr. Glavin \_\_\_\_\_ calls.

Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_ The logs maintained in the Field Offices at the present  
Mr. Rosen \_\_\_\_\_ time covering the placing of long distance calls will, of course,  
Mr. Tracy \_\_\_\_\_ be retained and used to check telephone bills.

Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



Memorandum for the Director

-2-

If you approve, a letter to all Special Agents in Charge is attached.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Enclosure

cc - Mr. Glavin

HHC:BG

September 22, 1942

MEMORANDUM FOR MR. BAUGHMAN

There is attached hereto correspondence with reference to the placing of rain gutters made of metal on the 100 and 200 yard rifle range butts at Quantico.

During your next inspection of the Quantico range, it is desired that you look into this matter as to the desirability of this equipment and also as to the possibilities of danger being involved if it should be considered advisable otherwise to install such facilities.

Very truly yours,

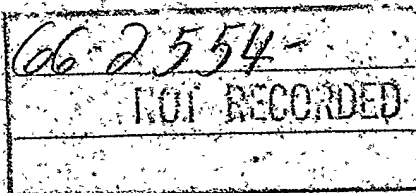
John Edgar Hoover  
Director

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5A/bca  
#323013

Approved by Executive Conference 9/19/42,  
those present being Messrs. Tolson, Glavin,  
Hince, Q. Tamm, Nichols, Rosen, Hendon, Ladd,  
Carson, Kramer and Clegg.



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ORIGINAL FILED IN  
66-3765-50



HHC:BG

September 19, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIEDDATE 9/15/90 BY sp5 c/b  
#323613

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Hince, Quinn Tamm, Nichols, Rosen, Hendon, Ladd, Carson, Kramer and Clegg, recommended that the following law enforcement agencies be invited to send a representative to the next session of the FBI National Police Academy beginning January 4, 1943:

1. New York State Police
2. DeKalb County, Georgia, Police Department
3. Atlanta, Georgia, Police Department
4. Salisbury, Maryland, Police Department
5. Fayetteville, North Carolina, Police Department
6. Columbus, Ohio, Police Department
7. Cleveland, Ohio, Police Department
8. Vernon, Texas, Sheriff's Office
9. Montgomery County, Iowa, Sheriff's Office (Red Oak)
10. Garden City, Michigan, Police Department
11. Upton County, Texas, Sheriff's Office (Rankin)
12. Lovington, New Mexico, Police Department
13. Colorado County, Texas, Sheriff's Office (Columbus)
14. Wheeling, West Virginia, Police Department
15. South Bend, Indiana, Police Department
16. Vicksburg, Mississippi, Police Department
17. Concordia, Kansas, Police Department
18. Chattanooga, Tennessee, Police Department
19. Dyersburg, Tennessee, Police Department
20. Jacksonville, Florida, Police Department
21. Antigo, Wisconsin, Police Department
22. Morristown, New Jersey, Police Department
23. Montclair, New Jersey, Police Department
24. Highland Park, New Jersey, Police Department
25. Longport, New Jersey, Police Department
26. Newark, New Jersey, Police Department
27. Morehouse Parish Sheriff's Office, Bastrop, Louisiana
28. Sharon, Pennsylvania, Police Department
29. Virginia State Police
30. Ogden, Utah, Police Department
31. Wilson County, Texas, Sheriff's Office (Floresville)
32. Redding, California, Police Department
33. Eureka, California, Police Department
34. Myrtle Beach, South Carolina, Police Department
35. Olympia, Washington, Police Department
36. North Dakota State Highway Patrol
37. Bismarck, North Dakota, Police Department
38. Peoria, Illinois, Police Department

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Kramer \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

NOT RECORDED

ORIGINAL FILED IN 1-44

List of alternates to be considered in the order indicated:

1. Geneva, New York, Police Department
2. St. Louis County, Minnesota, Sheriff's Office (Duluth)
3. East Point, Georgia, Police Department
4. Yankton, South Dakota, Police Department
5. Andrews, South Carolina, Police Department
6. Humboldt County, California, Sheriff's Office
7. Webb County, Texas, Sheriff's Office (Laredo)
8. Petersburg, Virginia, Police Department
9. Suffolk, Virginia, Police Department
10. Jersey City, New Jersey, Police Department
11. Passaic, New Jersey, Police Department
12. Kenosha County, Wisconsin, Sheriff's Office (Kenosha)
13. Hammond, Indiana, Police Department
14. St. Clair County, Michigan, Sheriff's Office (Port Huron)
15. El Dorado, Kansas, Police Department
16. North County, Georgia, Sheriff's Office (Sylvester)
17. Schenectady, New York, Police Department
18. Hoboken, New Jersey, Police Department
19. Suffolk County, New York, District Attorney's Office
20. Eastchester, New York, Police Department
21. Mahopac, New York, Police Department
22. Winchester, Virginia, Police Department
23. Berkeley, California, Police Department
24. Barnwell County, South Carolina, Sheriff's Office (Barnwell)
25. Centralia, Illinois, Police Department
- ~~26. Newark, New Jersey, Police Department~~
26. 27. Lenoir, North Carolina, Police Department
27. 28. Oconto County, Wisconsin, Highway Patrol (Oconto)
28. 29. Brooke County, West Virginia, Sheriff's Office (Wellburg)
29. 30. Grandview Heights, Ohio, Police Department
30. 31. Arkansas State Police

If this is approved, there is attached hereto a letter to the field accordingly.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc-Mr. Glavin

September 18, 1942

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Carson, Rosen, Clegg, Ladd, Kramer, Nichols, Tracy, Hendon, and Glavin, had brought to its attention that at the present time we are unable to secure either desks or cabinets with 1 locks.

For the Director's information, under present restrictions no locks can be secured on any cabinet or desk presently being purchased.

Clyde Tolson  
Chairman

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 W/BC  
# 323013

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WRG:jh

September 18, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E.A. Tamm, Carson, Rosen, Clegg, Ladd, Kramer, Nichols, Tracy, Hendon, and Glavin, considered a suggestion submitted by Agent Joseph T. Logue of the Chicago Office that in the future in checking the draft status of applicants an Agent personally contact the local board with which the applicant is registered and examine the Selective Service file and also interview a member of the board for his opinion of the registrant. Agent Logue was of the opinion that any derogatory information which might be in possession of the board could be secured at that time.

For the Director's information, at the present time contacts with the draft boards are made in many instances by telephone when the investigating Agent or office is desirous of securing draft information and undoubtedly full information which may be contained in the draft board files is not being made available to us.

Mr. Hendon feels that the Bureau should utilize this information and that personal contact should be made with the draft boards to secure any information which might be in the file of the Selectee who is being considered for employment in our service.

Mr. Tracy and Mr. Nichols are of the opinion that a general bulletin should go forward to the Field stating that such information can be secured from the draft boards and that the investigating Agents and investigating field divisions should bear this in mind when making checks of applicants in the various local boards.

The majority of the Conference, consisting of Messrs. Tolson, Tamm, Carson, Clegg, Rosen, Ladd, Kramer, and Glavin, are of the opinion that the procedure presently followed should be continued. It is felt that an Agent making a check at the draft board under the present procedure can secure any information which might be derogatory to the applicant at the time the check is made whether it be telephonically or personally. It was pointed out by Mr. Tamm, that in many instances, such as in Washington, the draft boards will have no knowledge of the registrant and no real purpose would be served in an Agent going to the draft board and reviewing the file. Mr. Glavin pointed out to the Conference that many times under the present policy full information is secured by investigating Agents through the present contacts made.

Should the Director approve the majority opinion, the submitting Agent will be so advised.

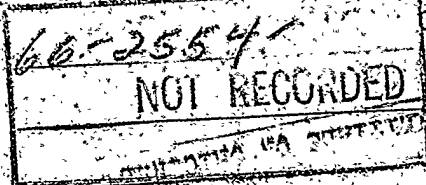
Respectfully,  
For the Conference

"O.K."

H.

Clyde Tolson  
Chairman

W.R. Glavin  
Secretary



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5CJ/60  
#323013

ORIGINAL FILE IN 66-2554-67-2

HHC:BG

September 16, 1942

Mr. A.B. Culton  
Mining Engineer and Consultant  
Louisville & Nashville Railroad Company  
Pineville, Kentucky

Dear Mr. Culton:

Reference is made to your letter dated August 10, 1942, concerning special types of windshields for use in combat fighting when law enforcement officers are engaged in hot pursuit of a criminal.

The suggestion which you have made has been given careful study. The Special Agents of the FBI are taught to shoot from a moving automobile in such a manner as to make unnecessary the special type of equipment which you have in mind. The expense of the equipment to which you refer and the infrequency of occasions when firing from moving automobiles is requires are contributing factors to the decision that such equipment is not necessary or desirable by this Bureau.

I do not desire, however, to express to you my appreciation for the thought given to this matter and for your courtesy in submitting the suggestion to us.

Sincerely yours,

NOTE: Approved by Executive Conference, 9-14-42, those present being Messrs. Tolson, E.A. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Nichols, Kramer and Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/88 BY SP5C/16C  
#323013

66-2554-  
NOT RECORDED  
INITIALS OF SPECIAL AGENT

ORIGINAL FILED IN

cc  
p  
y  
mrw

WRG:jh

September 15, 1942

Special Agent in Charge  
Washington, D.C.

Dear Sir:

Reference is made to your communication of September 10, 1942, wherein you request authority to discontinue the use of the spot map showing the residence location of Bureau employees and their families, which information had heretofore been utilized by Special Agents of your office in making neighborhood investigations.

In view of the information furnished by you that the work required in keeping the maps in a current state does not justify the continuance of the maps, the Bureau hereby grants approval that they be discontinued.

Very truly yours,

John Edgar Hoover  
Director

The Executive Conference of Saturday, September 12, 1942, approved the discontinuance of these maps.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/98 BY SP5 CJB

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NOT RECORDED

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ORIGINAL FILED IN 66-2554-27



September 15, 1942

NHC:PH

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bca  
#323613

The Executives Conference, consisting of Messrs. Tolson, E.A. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Nichols, Kramer and Clegg considered the matter presented to the Conference by Mr. Clegg with reference to safety on the firearms range at Quantico.

The Marine Corps officially consider that an angle of five degrees is an adequate angle of safety. In other words, individuals five degrees out of the line of fire and off the range are considered safe for all practical purposes. The road between the Academy building and the FBI range at Quantico runs alongside the Marine Corps Rifle Ranges, but at an angle from the line of fire in excess of five degrees, which causes the Marines to consider this safe. The Marines very thoughtfully do not use the first four targets lying closest to the roadway except in instances of rare emergency and crowded conditions, and this makes the angle of fire considerably more than five degrees removed from the line of the highway. The Marine Corps officials have advised that they consider this safe. In those instances where it is necessary to fire on the first four targets, there is a sign post on the highway which prohibits the use of the highway until arrangements have been made for a temporary cessation of firing on the first four targets when the Marines are shooting from the 600 yard line. This requirement is complied with at all times, but it is seldom necessary to invoke this practice because the first four targets are not utilized but very seldom.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The Marines begin firing on their ranges at 7 A.M. The first class from the FBI goes to our FBI ranges at 8 A.M. Subsequently, another class arriving from Washington goes to the range at 9 A.M. and when it is necessary for a class to use a train, the train is sometimes late and the class has arrived as late as 11:30 A.M. This, however, is infrequent. Contacts have been made by Mr. Sloan at Quantico with a Marine official, Major Moe, the 1st Commander of the Marine Rifle Range Detachment, and he considers the angle is safe according to the Marine regulations. There had not been an accidental shot fired toward the road in twenty years. He advised that for the Marines to cease firing while our agents proceed along the road to the range would seriously interfere with the Marine Corps training program when they do not cease firing when their own men were on this road and it was obvious that they will not

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66-2554  
ORIGINAL



cease firing for this purpose, particularly since it meets with the requirements of safety that the Marines insist upon.

It was originally planned when the FBI range was built for a highway to lead from the Academy building to the range around a hill and not alongside the rifle range, but this could not be done because of a lack of funds at the time the bids were received. It could not be done now because the Marines have converted an area through which this road would have to pass into a practice combat area.

The Executives Conference considered the above problem, deciding a stone wall for 600 yards between the highway and the Marine ranges would be impractical since stone walls reflect bullets. The Marines would not permit it and it would be very expensive. The mound of earth for 600 yards, high enough to protect the road, would also be enormously expensive and therefore impractical and in view of the fact that the Marine Corps considered this safe and their own men use the highway at which time they do not cease firing; as it meets all the standards of the Marine Corps safety precautions, no alternative was suggested but to continue the use of the road at present in keeping with present regulations.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

September 15, 1942

5-18-40

WAC:PH

THE DIRECTOR

8  
The Executive Conference, those present being Messrs. Tolson, E.A. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Nichols, Kramer and Clegg approved the recommendation of Mr. Sloan of Quantico that a thirty minutes demonstration of hip shooting and the Practical Pistol Course be given to each of the Marine Corps "candidates classes", each of which consists of approximately 400 men from all parts of the country.

These demonstrations require only about thirty minutes and one such demonstration given, has attracted the interest of Colonel Larson who has requested that such demonstrations be given to all classes in the future on the Marine Corps Reservation at Quantico. This was unanimously approved, and there is attached hereto a memorandum to Mr. Sloan to this effect if the Director approves.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 2/15/80 BY SP5 CJB/600  
# 223012

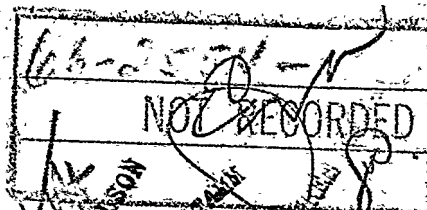
Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ CC: Mr. Glavin  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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SEP 25 1942



ORIGINAL FILE IN 66-2571-1

September 15, 1942

64871

SJT:jm

MR. TOLSON

Re: Technical Surveillances  
San Francisco

During a conversation with Inspector Gurnea in matters pertaining to the Bureau's radio station at Seattle, he stated that he would like to have the Bureau consider again the question of installing technical surveillances on the premises occupied by the Bureau radio station at San Francisco.

Mr. Gurnea advised that the objection to installing the technical equipment in the radio station was that the origin of the surveillance could be traced and identified and he wanted to point out that there are between the origin and installation of the technical surveillance at least three substations and that it would not be possible for a tracer to be successful without the complete cooperation of the company.

Mr. Gurnea asked that the San Francisco office be advised as to the result of the Bureau's reconsideration of this matter.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

Date 7/22/80 BY SP5C/bee  
#323013

Mr. Tolson

S. J. Tracy

Mr. E. A. Tamm was taken up again at the Executive Conference and the Conference was still of the opinion that it would not be the wise thing to do from the security standpoint to have the equipment in the radio station, that it is difficult enough to maintain confidential quarters without placing the necessary equipment as suggested.

Mr. Nichols so informed SAC Pieper at Washington prior to his departure for San Francisco in order that his office might be advised of the Bureau's reconsideration.

Mr. Tracy Mr. Pieper was still of the opinion the matter could be handled with a saving of personnel and with sufficient security as suggested by the San Francisco office. No communication is being sent to the San Francisco office under the circumstances.

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

66-2554-

RECORDED

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ORIGINAL

September 15, 1942

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WHC:PH

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E.A. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Nichols, Kramer and Clegg recommended that Supervisor K. R. McIntire be granted an extension of his lecture on the subject of "Communism" from 4 hours to 6 hours before each New Agents Class. This was unanimously approved at the Conference.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 10/15/94 BY SP5/LLP/LLP

Mr. Tolson CC: Mr. Glavin

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

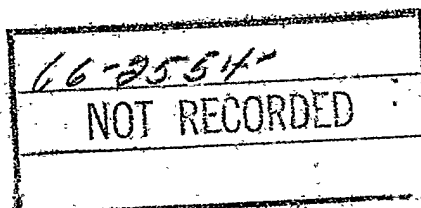
Mr. Kramer

Mr. McGuire

Mr. Quinn-Tamm

Mr. Nease

Miss Gandy



ORIGINAL FILE IN 100-13710

September 15, 1942

5-1873

EJT:ja

THE DIRECTOR

RE: SUGGESTIONS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/15/90 BY SP5C/1/1  
= 3230/3

*O. C. C.*  
The Conference was advised of two suggestions by Assistant Director Foxworth:

(1) That the various State press associations handling the country papers be asked to publish articles concerning the Bureau's needs for clerical employees.

The Conference desires to point out that this has been done throughout the country and further that recently arrangements have been made to have a special squad go through the various states covering the smaller towns at which time additional press notices will be arranged for in order that applicants might be notified and be interviewed at the same time avoiding a long trip in many instances to the city in which a Bureau office is located.

(2) That the fingerprint records of all applicants who file applications with the Bureau be submitted with the application, pointing out that we have suggested to industrial plants that all applicants be fingerprinted, and he feels the Bureau should do the same thing for the reason that many times criminal records are developed during the course of the investigation which had not been shown on the application, resulting in a waste of investigative effort.

The Conference desires to point out that to handle the large number of applications received by the Bureau during the course of a year would result in a tremendous waste of time in handling the many fingerprint cards when no investigation is performed by the Bureau with reference to their application, the

Mr. Tolson work is performed by the Bureau with reference to their application, the

Mr. E. A. Tamm failing at the time of the interview and the examination.

Mr. Clegg

Mr. Glavin There were present at the Conference Messrs. E. A. Tamm, Glavin, Hendon, Ladd, Kramer, Ladd, Rosen and Tracy.

Mr. Nichols

Mr. Rosen Mr. Foxworth has been advised by letter.

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson, Chairman

T. R. Glavin, Secretary

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NOT RECORDED

ORIGINAL FILED IN  
66-2554-107

HHG:BO

September 15, 1942

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THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Nichols, Kramer and Clegg, gave consideration to the experimental work being done by the Bureau through the Training Division in arranging for police priorities.

In addition to approving orders for firearms on the basis of the fact that the organization ordering the firearms is a regularly constituted police agency, since August 18th the Bureau has been recommending - after studying the application and at times after making inquiries through field offices - that police agencies be granted radio equipment. The Bureau's recommendations are being approved.

Since August 18th there have been a total of about 20 requests for recommendations as to police radio equipment and 5 inquiries from the Federal Communications Commission as to the desirability of approving applications for the installation of radio stations. In view of this comparatively limited amount of work, the Executive Conference unanimously recommended that the Bureau continue rendering this service to the police.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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HEREIN IS UNCLASSIFIED

DATE 2/2/97 BY SP-1/LS

\* 323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_ cc-Mr. Glavin  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

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HHC:BG

September 14, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Nichols, Kramer, and Glegg, recommended that no action be taken by the Bureau with reference to the desire of the War Production Board that the Bureau insist that authorities in South Carolina put in more extensive police radio systems.

In our contacts with WPB we frequently recommend that organizations be allowed the firearms or radio equipment ordered. The South Carolina Highway Patrol had ordered some equipment to construct six radio stations and a number of mobile units, but cancelled the order since gasoline rationing had limited the possibilities of the use of such equipment. Mr. E. S. Cogan of the Governmental Requirements Branch, War Production Board, felt that South Carolina should have more radios due to its large coastline and he thought that the FBI should make some statement or take some action recommending that somebody in South Carolina see to it that adequate police radio facilities were set up. The Conference unanimously recommended that the Bureau not inject itself into this purely local matter.

Respectfully,  
FOR THE CONFERENCE

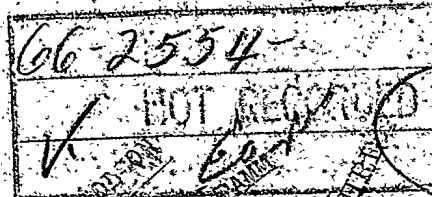
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DATE 9/15/90 BY SP5 C/612  
# 323012

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Glegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
cc-Mr. Glavin  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn-Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_





WRG:jh

September 13, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nichols, Quinn Tamm, Clegg, Hendon, Rosen, Ladd, Tracy, and Glavin, considered a suggestion submitted by Special Agent C. H. King of the Chief Clerk's Office looking toward the clarification of the Bureau's leave without pay policy.

For the Director's information since the declaration of war there have been a great many instances where employees have left the service and requested to be placed on leave without pay when they do not actually enlist or are inducted into the military service before any annual leave which has been accrued has been used. Under the Presidential Directive all individuals leaving active employment in the government to enlist in the armed service are to be carried in a leave without pay status. There is, of course, the technicality that when an employee ceases active duty and does not enlist or is not inducted prior to the expiration of all leave accrued to his benefit as to whether it is a case of leaving the service to go into the military service. We have had this on several occasions where employees with only two or three days' leave have wanted to cease active duty and return to their homes before enlisting or being inducted and in those cases where they have furnished proof in a reasonable length of time, on an average of two weeks, that they have enlisted in the military service they are carried in a leave without pay status. More recently we have been advising those who are voluntarily enlisting that they will be placed on leave without pay providing they present proof of enlisting before the expiration of the accrued annual leave.

The only other cases where the Bureau grants leave without pay is when an employee is ill and cannot return to duty and is carried on leave without pay. Most of these are instances where we have an employee new in service who has not accrued any sick leave and we carry him on leave without pay for several days.

On maternity cases, provided the employee has been in the service at least a year, we give three months' leave without pay.

The Conference feels that to eliminate any possible criticism of the Director and the Bureau as a result of the leave without pay policy in so far as enlistments are concerned the following procedure should be established:

1. When an employee of the Federal Bureau of Investigation enlists or is inducted into the active military service that he be carried on a leave without pay status provided such actual enlistment or induction is completed within

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Date 9/15/42

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a period of two weeks from the time the employee ceases active duty. If the employee has annual leave accrued to him for a period of more than two weeks, he will be carried in a leave status until the expiration of his accrued leave if he has not entered the military service by that time. When advised concerning his entry on active duty in the military service, he will be placed in a leave without pay status. If he does not enter active duty by the expiration of his accrued annual leave in excess of two weeks, his resignation will then be accepted and he will not be carried in a leave without pay status.

2. In those cases where an employee leaves our service to return to college, signing a contract and agreement to enter the military service after the completion of his education as a commissioned officer in either the Army or Navy, we should not consider him as entering the active military service and that such employees be not carried on leave without pay. It is not felt that any criticism will be levelled at the Director or the Bureau if we follow this policy in such cases.
3. That the Bureau's leave without pay program in so far as illness and maternity are concerned be continued as at present.

Subject to the Director's approval, there is attached hereto a form letter for all employees concerning the Bureau's leave without pay policy.

Respectfully,  
FOR THE DIRECTOR

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

VRG:jh

September 13, 1942

5-2888

MEMORANDUM FOR THE DIRECTOR

*B* The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Rosen, Carson, Kramer, Ladd, Nichols, Hendon, Tracy, and Glavin, considered a suggestion submitted by Mr. R. H. Laughlin that the Bureau advise the Field it will not be necessary to continue requesting timing charges from the telephone company operator upon the completion of each long distance telephone call, but that they should simply maintain a record of the person calling, the date, and the time of the call.

It was pointed out to the Conference that the telephone company at Des Moines had requested that office to discontinue making such requests.

The Conference feels that there should be no objection to discontinuing these requests in the Des Moines Office; that, however, this practice should not be established on a country-wide basis and recommends against any communication going forward to the Field in this regard. The Conference made this recommendation in view of the fact that Mr. Nichols advised from time to time incorrect charges are made and he felt the practice should not be discontinued when no specific request has been received that it be discontinued.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

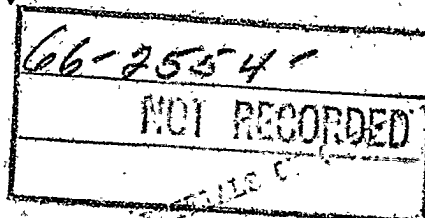
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DATE 5/15/90 BY SP5 CIL/buc

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary



84869

WRG:jh

September 13, 1942

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 c/jh  
# 523813

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Rosen, Carson, Kramer, Ladd, Nichols, Hendon, Tracy, and Glavin, considered the fact that the Leave Clerk's Office of Division Three receives a number of calls from clerical employees throughout the Bureau concerning the amount of leave accrued to them.

It was pointed out to the Conference that these calls are becoming a tremendous burden. All such leave must be computed manually at this time due to the 7½-hour work day. The recommendation was made that this information not be given to any person inquiring unless that person is in a supervisory capacity. The Conference recommended approval of this suggestion.

It was also suggested that the Conference approve the sending out of communications to employees at the Seat of Government who have utilized all sick leave which they can take on personal certificate so that sick leave slips will not be submitted by those individuals at any future time without having the necessary doctor's certificate shown thereon.

For the information of the Director, under present leave laws an employee can take sick leave in periods of three days or less provided the total amount of such leave during the year does not exceed twelve days; that after twelve days' leave has been so granted it is necessary to have a doctor's certificate even though sick leave may be for only a portion of a day.

The Conference recommended approval of this suggestion.

There is attached hereto for the Director's approval a memorandum to all division heads advising that accrued leave will not be furnished to employees requesting such information unless that employee is in a supervisory capacity.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
NOT RECORDED

58 OCT 7 1942  
Attachment

ORIGINAL FILE IN 66-2554-5455

HHD:BG

September 12, 1942

THE DIRECTOR

SAC Sears of the Philadelphia office reported that the group singing of the National Anthem at quarterly police conferences had proven most effective when they had used the sound moving picture in which various scenes are flashed on the screen, together with the printed words of the Star Spangled Banner, with music and voice leading the singing of the National Anthem. The film is 50 feet in length, is shown in slightly less than 2 minutes and cost \$2.50 per copy. The film has been examined in the Training Division and those who viewed it recommended it favorably. Mr. Sears indicated an enthusiastic response when it is used at quarterly conferences.

It was recommended, therefore, by Supervisor F. T. McIntyre that a copy be obtained for each field office for their use at police conferences and public gatherings when believed advisable. This recommendation was considered by the Executive Conference. Those opposed were Messrs. Tolson, E. A. Tamm, Tracy and Kramer.

Those in favor were Messrs. Nichols, Carson, Rosen, Hendon, Ladd, Glavin and Clegg.

ALL INFORMATION CONTAINED  
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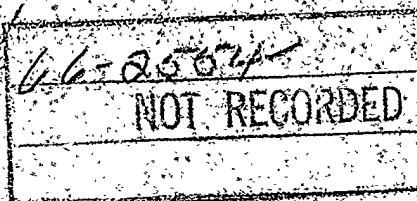
DATE 9/17/92 BY SP5 GJ/6cc  
#323013

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



LBN:WLS

September 12, 1942

5-1866

THE DIRECTOR

The Executive Conference considered the matter of issuing Identification and Apprehension Orders to the clerical personnel at the Seat of Government, and Messrs. Tolson, E. A. Tamm, Tracy, Ladd, Clegg, Rosen, Glavin, Kramer, Carson and Nichols were unanimously of the opinion that these no longer be distributed to the Seat of Government.

Respectfully,  
For the Conference,

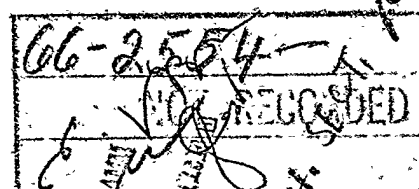
Clyde Tolson  
Chairman

W. B. Glavin  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/82 BY SP-2/11/82  
# 223-13

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_ CC - Mr. Glavin  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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September 12, 1942

54867

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Ladd, Clegg, Rosen, Glavin, Kramer, Carson and Nichols considered the suggestion of Miss Darlyne J. Short to the effect that routine letters to the Field not be signed, and be sent out on the same form used in transmitting information to the War, Navy and other Governmental Departments. A copy of the form is attached.

The Conference was unanimously in favor that this be adopted and that routine letters to the Field in setting forth instructions pertaining to matters of policy be prepared on such forms, which would expedite their handling in the Divisions and through the Reading Room.

If approved, an inter-office memorandum is attached.

Respectfully,  
For the Conference,

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn-Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment

CC - Mr. Glavin

ALL INFORMATION CONTAINED  
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DATE 9/15/82 BY SP5C/BA  
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September 11, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, considered the recommendation of SAC Kenneth Logan, made orally, that the Bureau reconsider the application of Russell George Haskin, Chief of Police at Boise, Idaho, who desires to attend the FBI National Police Academy.

Haskin was charged with felonious rape when he was 18 years of age, the offense allegedly having been committed in Clifton, Kansas. A warrant was issued and he was released under a \$1,000 bond. At the preliminary hearing the complainant testified that she was a girl 17 years of age and she accused Haskin of forcefully having relations with her against her will. Haskin offered no evidence in defense and did not testify. Probable cause was found and a \$1,000 bond was fixed. Subsequently, the complainant appeared in court and stated that, for the best interests of all parties and because of a lack of evidence, she no longer desired to prosecute. On June 25, 1924, the case was dismissed. The family settled the matter out of court.

Haskin is now Chief of Police at Boise. Eight hundred dollars has been appropriated for him to attend the Academy. Boise is the largest town in Idaho. Mr. Logan felt it desirable to have a representative from that city and he recommends the applicant. Upon reconsideration, due to the fact there is no conviction involved and due to the fact that the applicant was only 18 years of age, Messrs. Tracy, Nichols, E. A. Tamm, Carson, Rosen, Hendon, Kramer and Ladd recommended that he be accepted in the Police Academy.

Mr. Glavin and Mr. Clegg recommended unfavorably.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. Kramer \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 11/12/87 BY 505 J/K/et  
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Respectfully,  
 FOR THE CONFERENCE

Clyde Tolson  
 Chairman

J. R. Glavin  
 Secretary

66-25542

NOT RECORDED

ORIGINAL FILED IN 66-25542

**HHC:BG**

September 11, 1942

## THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen and Clegg, reconsidered, at the request of SAC Bryce, the application of Sheriff D. F. Mallica of Gallup, New Mexico, as an applicant to attend the FBI National Police Academy.

This applicant entered a plea of guilty to a charge of entering a building with intent to commit a felony and larceny before a Justice of Peace at Pittsburgh, Pennsylvania, on January 15, 1926, at which time he was 19 years of age. Both of these charges arose out of an offense committed on January 8, 1926, at which time Kollica broke into the storeroom of one Carl Heber, 725 Broadway Avenue, Stowe Township, Pennsylvania, and took therefrom the sum of \$83.49. On February 15, 1926, true bills of indictment were returned and pleas of nolle contendere were entered. He was convicted on both indictments and sentenced to imprisonment for a period of two to four months. He was paroled April 18, 1926, and finally discharged from custody and parole June 22, 1926.

The majority of the Executive Conference was of the opinion that we should not accept this applicant in the FBI National Police Academy. Mr. Tolson felt that, in view of his youthfulness at the time and in view of Mr. Bryce's recent statement that this officer was cooperating splendidly with the Bureau, it would be to the Bureau's advantage for him to attend the Academy.

Respectfully,  
FOR THE CONFERENCE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey ~~CC-112~~ \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson

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Secretary

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HMC:EG

September 11, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, recommended that there be added to the course of training of the In-Service School the subject entitled "Duties of Resident Agents," for which discussion an outline is attached hereto. The amount of time to be devoted to this subject is one hour.

It was further recommended that the instruction to new agents on the subject of "Plant Surveys" be reduced from eight hours to two hours in view of the fact that the Bureau no longer conducts plant surveys. It was thought by the majority that two hours' time would be enough which, together with the booklets on plant survey, would be adequate to acquaint the agents with the general problems of plant surveys and the Bureau's policies so that they could discuss this subject sufficiently with local police and industrial leaders. Mr. Nichols was still of the opinion that the course should continue for the full day; all other members agreed that it should be reduced to two hours.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/15/99 BY SP5 CJK/ksa

223013

Clyde Tolson  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc Mr. Glavin  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

W. R. Glavin  
Secretary

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DML:mm

September 11, 1942

64863

THE DIRECTOR

At a meeting of the Executive Conference on September 11, 1942, which was attended by Messrs. Tolson, Glavin, Tracy, Nichols, Carson, Rosen, Hendon, Clegg, Kramer, and Ladd, there was considered the suggestion of SAG Hallford that closed Selective Service cases in the field have their file backs and covers removed in order that several such closed Selective Service cases could be consolidated within one file for the purpose of saving filing space.

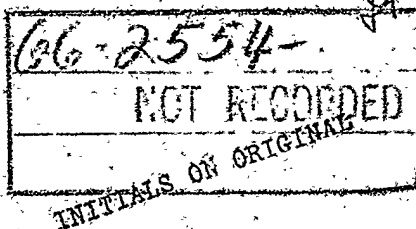
It was pointed out to the Conference that this would only lead to confusion and would cause much more clerical work in that when additional serials came in for one of the files, it would be necessary to take the entire file apart to look for the proper file and the proper place in which to file it; that it would be much easier for errors to occur in connection with the serializing where there was a great number of different files all within one jacket.

The Conference was unanimously opposed to this suggestion. A proposed letter to SAG Hallford is attached hereto.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/11/80 BY SP5CJ/LSA  
# 323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment

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SEP 18 1942

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HHG:BO

September 11, 1942

54584

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, recommended that for the duration of the war the maximum age limit for those who attend the FBI National Police Academy or who would be eligible to do so be changed from 45 years to 50 years. This would mean that any applicant, who at the time he entered the Academy was less than 51 years of age, would be eligible from the standpoint of age. The announcements to this effect, it was believed, should indicate clearly that this increased age limit is for the duration of the war and because a large number of the younger men are entering the military services.

All members of the Executive Conference recommended this favorably. The suggestion was made by Mr. E. A. Tamm, and in the event this is approved, notices will be placed in the FBI Law Enforcement Bulletin, The Investigator and inserts will be placed in any publications relating to the Police Academy which are sent out in the future.

Respectfully,  
FOR THE CONFERENCE

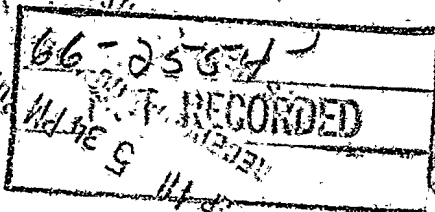
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# 223 612

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc-Mr. Glavin  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



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September 11, 1942

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THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent J. J. [redacted] of the San Antonio Office that in Internal Security cases an extra carbon copy of the abstract slip be retained in the field office and filed by county or town to constitute a source of information file whereby the names of persons in a particular locality on whom investigation had been made could be located.

The Conference, consisting of Messrs. Tolson, Ladd, Clegg, Egan, Nichols, Tracy, Glavin, Hendon, Carson and Kramer, was unanimously of the opinion that the work involved in such a procedure would not be justified and that no useful purpose would be served. It is pointed out that any such system established at this time would be incomplete unless the complete files of the office were reviewed and extra abstract slips prepared in all cases. It was also felt that there would be little occasion to refer to such a file.

A letter to the employee having made the suggestion is attached.

Respectfully,  
For the Conference,

Glyde Tolson,  
Chairman

W. P. Glavin,  
Secretary

Mr. Tolson  
Mr. E. A. Tamm

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September 9, 1942

THE DIRECTOR

The Executive Conference, those present being: Messrs. E. A. Tamm, Glavin, Rosen, Nichols, Hendon, Ladd, Kramer, Carson, Tracy and Clegg, considered the recommendations of Supervisors R. H. Cunningham and E. W. Timm of the Security Division that the courses of instruction before in-service classes be changed as follows:

The subject "Alien Employment in Military Aircraft Plants" to be reduced from 1 hour to one-half hour.

The course on OEM applicants and National Defense applicants, which is now scheduled for 1 hour, be eliminated as a special subject and that appropriate instructions and references to this subject be included in the one-hour lecture on the subject "Internal Security - Hatch Act Investigations".

The lecture should continue as at present, however, on OEM and National Defense applicants before new Agents classes.

The Conference unanimously agreed with the recommendations.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/1/11

Clyde Tolson,  
Chairman

#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

E. R. Glavin,  
Secretary

cc - Mr. Glavin

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CH:DW

September 9, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. E.A. Tamm, Ladd, Tracy, Kramer, Carson, Clegg, Hendon, Rosen, Nichols and Glavin in attendance considered the suggestion submitted by Mr. Cornelius through Mr. Hendon that the requirement that each office keep available for emergency use in the headquarters city official automobiles be removed and authorization be granted to utilize the personally-owned automobiles of the Special Agent in Charge and #1 Man for such emergency purposes. It was pointed out that seldom is it necessary to have a car for such emergency use and that personally-owned automobiles would serve such a purpose equally as well as official cars. It would then be possible to release all of the official cars in an office for the use of Special Agents on their regular activities.

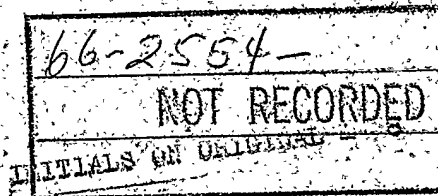
The Conference was of the unanimous opinion that the attached Bulletin should go to the Field making the above discretionary.

Respectfully  
For the Conference

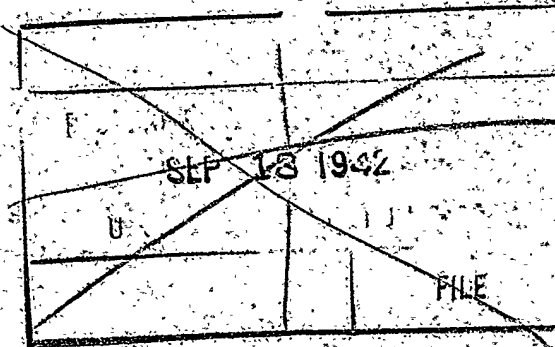
Clyde Tolson  
Chairman

W.R. Glavin  
Secretary

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DATE 9/1/90 BY SP5C/BC  
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HHO:BG

September 9, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, considered the need for additional locker room space in the basement gymnasium, which will be needed when the roof gymnasium closes. The increase in the number of supervisors will make necessary the increase in locker room facilities in the basement during the Fall and Winter months.

Space has been examined adjacent to the present locker room and it is believed that a door could be cut through the wall and a temporary partition installed, which would make additional locker space available in an adjacent area now inclosed with wire. Room for 100 lockers, which would require about 63 lineal feet, would be desired, and the amount of space for dressing in the new area should be at least equal to that in the present locker room in the basement. It was recommended that this temporary partition be installed and that lockers be obtained, if necessary transferring - for the cooler months - the lockers from the roof gymnasium, so that more adequate space and locker facilities will be available in the basement. This suggestion was unanimously approved by the Conference.

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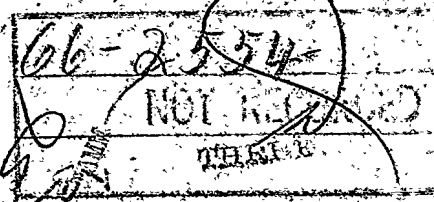
Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

243  
52 SEP 23 1942



66-4782-1030

HHC:JBW

September 9, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Rosen, Nichols, Hendon, Ladd, Kramer, Carson, Tracy and Clegg being present, recommended that Special Agents in Charge Madigan, Conroy, Kitchen, Bugas and Scheidt be instructed to attend the International Association of Chiefs of Police Wartime Conference at New York City beginning September 21st. It was also believed that Messrs. Egan, Ladd, Pennington and Coffey from the Bureau should be in attendance, as well as Messrs. Tamm and Clegg who are on the program at various conferences.

It was the opinion of the Conference that all the Bureau's representatives present could support Chief of Police Joseph Kluchesky for the position of Sixth Vice-president, and that an effort should be made to obtain important committee assignments for Chief of Police John Fulton Woods of Norfolk, Virginia, a graduate of the FBI National Police Academy, so that at the convention next year Chief Woods might be considered a likely prospect for the position of Sixth Vice-president.

Respectfully,  
For the Conference

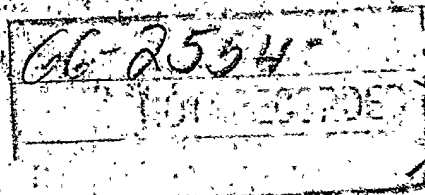
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DATE 9/15/96 BY SP5CJ/bca  
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Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc - Mr. Glavin  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



58 SEP 26 1942

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ORIGINAL FILED IN 99-152-5-2-15

HHC:JEW

September 9, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Rosen, Nichols, Hendon, Ladd, Kramer, Carson, Tracy and Clegg, considered the offer made by Mr. Arthur Rauch, former Deputy U. S. Marshal, to deliver a series of eight lectures on a memory training course for Special Agents of the FBI.

The Conference unanimously approved the recommendation that Mr. Rauch not be invited or permitted to lecture on his memory courses before any of the Bureau's classes for the reason that Special Agents are trained to make notes and not rely exclusively on their memory, and such courses as the one which he proposed to give are of but little, if any, value.

It was, therefore, recommended that no such course be given.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/92 BY SP5A/160

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

55 SEP 28 1942

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| INITIALS OF ORIGINAL - 12 |

September 8, 1942

RHL:FG

MR. TOLSON

MB  
Recently the Executive Conference approved discontinuing asking for timing charges in connection with teletype messages sent by Field Offices. This same request has been received from the Des Moines office in connection with long distance telephone calls; that is, the Telephone Company has requested the office to cease asking for the timing charges on each individual call immediately after its completion. The reason for such request is, of course, that it ties up personnel and the Telephone Company is unable to handle these requests.

I have advised Special Agent Harmon of the Des Moines office that it will be satisfactory to discontinue asking for this information and that it will still be necessary for the Field Offices to maintain a record of each call so that the vouchers at the end of the month can be appropriately checked.

It is recommended that all Field Offices be advised that they should discontinue asking for the timing charges on each individual long distance telephone call, but simply maintain a record of the person calling, the date, and the time of the call. This will be sufficient to identify and properly check vouchers at the end of the month.

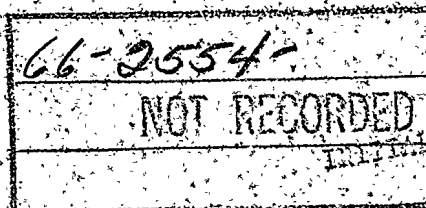
Respectfully,

ALL INFORMATION CONTAINED  
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DATE 9/13/90 BY SP5C/bee  
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R. H. Laughlin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



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DATE 9/15/90 BY SP5CUL/bce  
#323013

WRG:jh

September 7, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nichols, Quinn Tamm, Clegg, Hendon, Rosen, Ladd, Tracy and Glavin, considered a suggested letter to all Special Agents in Charge concerning typewriters.

For the Director's information it is necessary for the Bureau to file justification when additional typewriters are needed and the Procurement Division considers the use of machines on two shifts instead of a one-shift basis. The suggested form letter which is attached hereto suggests that the Field consider the assignment of typists and stenographers on a two-shift basis where necessary and the calling into the field offices of more non-portable machines presently in Resident Agencies.

The Conference approved the suggested form letter attached hereto for distribution to the Field.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_ Attachment  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mrs. Gandy \_\_\_\_\_

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September 7, 1942

ALL INFORMATION CONTAINED

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DATE 9/15/80 BY SP-5/bce

THE DIRECTOR

#323613

The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Tracy, Ladd, Hendon, Clegg, Quinn Tamm, Glavin and Nichols considered the survey which has been conducted by Division Four of the Bureau's Communication facilities. A detailed copy of this survey is attached for your perusal wherein Mr. Nichols recommends that the Bureau install a private line communication for all messages which have heretofore been carried over the teletype provided by the American Telephone and Telegraph Company.

This survey has been referred to and approved by the following Special Agents in Charge: J. S. Bugas, Detroit; Dwight Brantley, Kansas City; P. E. Foxworth, New York; A. P. Kitchin, Dallas. It has also been studied and approved by Mr. Coffey of the Technical Laboratory. A memorandum setting forth the observations of these officials is attached.

Division Four has recommended the adoption of the Western Union telemeter system since it would provide almost instantaneous service on a private wire basis which would handle 90% of all traffic, the remaining traffic being handled by teletype to the nearest office having a telemeter hookup. The Western Union telemeter system would not entail any installation charge, and Western Union officials have assured us that if we discontinued the system, there would be no charges involved.

At the present time, our teletype bills are in the neighborhood of \$33,500 monthly. Under the telemeter system, this would be reduced to \$25,967. Under a similar system recommended by the Telephone Company, the charges would amount to \$27,800 with a \$1,600 installation charge. The telephone system is a fixed charge which is not effected by fluctuation in traffic. Under the Western Union system, the fixed minimum charge is \$13,056.70 per month, and if our business drops off below the present \$33,500 we are paying the Telephone Company, the rate would be \$25,967 which we would pay the Western Union for the same service would decrease in proportion. On the other hand, if our business increases 100%, the monthly telemeter charges would not exceed our present teletype charges. In other words, with the telemeter there is a much greater range of elasticity and flexibility. As you will note from perusing the report, we have studied the telemeter systems presently in effect at the United States Steel Corporation, United Airlines, and the Federal Reserve System.

cc - Mr. Glavin

Mr. Tamm  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

66-2334  
SEP 23 1942



these have tremendous business and are very enthusiastic over the system.

The more detailed studies are set forth in the attached brochure submitted by the Western Union and the American Telephone and Telegraph Company. However, it is believed the Director need not go beyond the survey found in the red binder which is attached.

The Western Union agreed to install the telemeter system within a period of approximately thirty days, with the exception of the four switching centers at New York, Chicago, Washington and San Francisco. The installation of the switching centers would be dependent upon the securing of priorities. The other equipment is available now and could be used by manually switching which would entail additional personnel, but even with the cost of additional personnel, the amount would still be below our present charges.

The following members of the Executive Conference voted to install the Western Union Telemeter system on the condition that we keep one teletype in each office, and secondly, on the condition that the Bureau not be required to appear before the War Production Board to secure priorities: E. A. Tamm, Ladd, Hendon, Quinn Tamm and Glavin. Mr. Nichols voted for the installation of the telemeter system and felt that we would be justified in asking for priorities in view of the savings in money and the increased effectiveness of the service. Messrs. Rosen, Tracy and Clegg opposed any change at this time.

Should the majority opinion be approved, it is suggested that the following steps be taken: 1) Secure a definite commitment from the Western Union as to when the telemeter system could be installed and a definite assurance that they could secure priorities for the installation of the system. 2) Informally advise the Telephone Company of the proposed change and secure a definite commitment from them that the present teletype will not be discontinued. Some members of the Executive Conference felt that the American Telephone and Telegraph Co. might pull out the teletype when they hear of this change. It was pointed out by Mr. Nichols that there is a move on foot at the present time to merge under the Western Union, the Postal Telegraph and the teletype sections of the A.T. and T. It is not believed that the Telephone Company will order the teletype pulled out.

There will be additional matters which will arise in the negotiations which will be called to the Director's attention for his approval prior to a complete switchover. It is felt that if favorable action is taken on the recommended new communication system that the action should be very prompt, inasmuch as the Western Union is not enlarging its telemeter at the present time, and there are only twelve circuits left which the Western Union is holding for the Bureau since they state frankly that it would be worth a lot to them to have the Bureau's business in peacetime. For the Director's information, the telemeter system of communications is only about three years old. It is completely divorced from the usual Western Union communication facilities. It affords a much greater security than either teletype

or the present Western Union or Postal Telegraph. For the Director's further information due to the expansion of the Army's communication system, they are using practically all the existing equipment which the Telephone Company has, and even though we wanted the Telephone equipment which is far less desirable than the Western Union, it is not believed that they could take care of our needs.

Respectfully,  
For the Conference,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

WRG:jh

September 7, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nichols, Quinn Tamm, Clegg, Hendon, Rosen, Ladd, Tracy, and Glavin, considered and recommended approval of the attached appointment letter to be sent out to Special Agent appointees.

There appears to have been some misunderstanding by new Special Agents in feeling that their headquarters would remain fixed at Washington, D. C., after their entry on duty regardless of their assignments. Further, the Training Division feels it would be well to have included in the appointment letter the equipment which should be brought with the men entering on duty. The Training Division is of the further opinion that Special Agent Trainees should be advised they should have funds to enable them to live for at least one month before receiving a salary check.

For the Director's information, there is attached hereto the proposed appointment letter and the old appointment letter. The proposed appointment letter, labeled "A", has underlined in red the new portions thereof.

Respectfully,  
FOR THE CONFERENCE

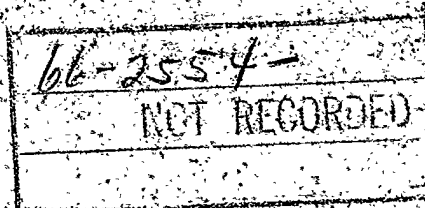
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DATE 9/15/90 BY SP5CJ/KCC  
#327013

Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

INITIALS ON ORIGINAL - 12

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Coffey \_\_\_\_\_ Attachment  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_



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53 SEP 26 1942

ORIGINAL FILE IN 7-1-1087

Mr. Tolson ✓  
Mr. E. A. Tamm ✓  
Mr. Clegg ✓  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
*25*



Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

HHC:BG

November 6, 1942

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DATE 9/15/90 BY SP5C/b/c

# 323613

MEMORANDUM FOR THE DIRECTOR

RE: INSPECTORS' CONFERENCE

The following program for the Inspectors' Conference is submitted for approval:

MONDAY, NOVEMBER 9, 1942  
(Assembly Room #2, #5264)

- 9:00 A.M. Roll Call - Announcements - Purpose of Conference -  
Assignments for Preparation of Inspectors'  
Questions - Plan of Conference
- 10:30 A.M. Instructions from Director  
(in Director's office)  
Luncheon  
(1:00 P.M. - Assemble in Room #2)
- 1:00 P.M. Instructions - Division One
- 2:00 P.M. Instructions
- 2:30 P.M. Instructions
- 3:00 P.M. Instructions - Division Two
- 4:00 P.M. Instructions - Division Three
- 5:00 P.M. Instructions - Division Four
- 5:30 P.M. Dinner
- 7:00 P.M. Instructions - Division Five
- 9:30 P.M. Instructions - Division Six
- 10:00 P.M. Adjournment for day

Mr. Clegg  
The Director

Mr. Tracy  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Nichols

Mr. Ladd & Staff  
Mr. Rosen

RECORDED

INDEXED

TUESDAY, NOVEMBER 10, 1942

- 9:00 - 10:00 A.M. Demonstration of Inspection - Technical Equipment
- 10:00 - 11:30 A.M. Demonstration of Inspection - Automobiles
- 11:30 - 12:00 N. Inspection - Firearms Ranges
- 12:00 - 1:00 P.M. Luncheon
- 1:00 - 2:30 P.M. Inspection of Firearms & Restraining Devices
- 2:30 - 5:30 P.M. Field Office Inspections - Methods
- 5:30 - 7:00 P.M. Dinner
- 7:00 - 8:30 P.M. Field Office Inspections - Methods and Reports
- 8:30 - 10:00 P.M. Questions and Answers - Conference Forum - Suggestions

Mr. Pfaffman  
Mr. Huston  
Mr. Sloan

Mr. Sloan  
Mr. Clegg

Mr. Clegg

Mr. Clegg

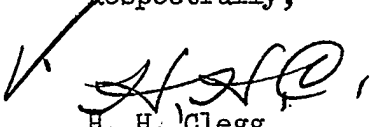


Memo. for Director

Page 2

It is noted that the suggested time for the Director before this conference is at 10:30 A.M. on Monday and, after conversation with Mr. Tolson, it is being listed to meet in the Director's office. If either the time or the place is inconvenient, of course it can be placed at any time or place that will be suitable to the Director.

Respectfully,

  
H. H. Clegg

OK. I will  
open it if available.  
will advise on  
Monday morning  
H

November 8, 1942

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DATE 9/15/98 BY SP5 EJP/BC  
# 323013

## THE DIVISION

### THE ORGANIZATION OF SIS DIVISION

The Executive Conference consisting of Messrs. C. A. Tamm, Ladd, Clegg, Glavin, Nichols, Tracy, Kramer, McGuire and Egan considered reorganization of the SIS Division as follows:

#### (1) BUDGET AND ACCOUNTING

It was recommended by the subcommittee that all budget and accounting work presently being performed in the SIS Division be transferred to the Chief Clerk's Office and the Conference unanimously approved the recommendation.

The accounting work presently done in the SIS Division is performed by Chief Supervisor Hall assisted by one clerk. Salary and expense vouchers are prepared here at Washington from correspondence and reports of SIS Agents. After the various items submitted in correspondence have been approved, no salary voucher is then typed, a copy being sent to the Chief Clerk's Office. Checks are then prepared in the SIS Division for the joint signature of Carson and Mr. Glavin. These checks are drawn on bank accounts maintained by the SIS Division from lump sums of money previously furnished to the Chief Clerk's Office from the confidential pay provision. While the Chief Clerk's Office has a copy of expense vouchers, they do not have a record of the SIS accounts nor do they have a check on these accounts although the audit is performed at various times by Mr. Pennington.

There is no way now any checks cannot be issued by the Chief Clerk's Office upon the submission of vouchers from the SIS Division. The change of this procedure would permit the Chief Clerk's Office to know the status of all SIS expenditures and money on hand at all times.

Under the recommendation, the SIS Division will continue to prepare checks in the name of "The Cover Company" transmitting the checks to various agents in their cover capacity inasmuch as it is desirable that the identity of The Cover Company be kept strictly confidential.

As to the personnel work to be done at this time, it will still be necessary for Supervisor Kramer, McGuire and Egan to prepare the salary and payroll accounts and to continue to prepare the correspondence and auditing the checks issued.

Nease

Gandy

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FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

## (a) Regular and SIS Payroll

The subcommittee (Hendon and Tracy) recommended that the 80 employees at Washington and the 3 employees at New York in the SIS Division with the exception of Mr. Carson be transferred to the SIS confidential payroll. The subcommittee pointed out that Mr. Carson is the Bureau official in charge of SIS, that he participates in other Bureau activities in the Security Division and he is a member of the Executive Conference; therefore, he can properly be paid on the regular payroll.

Hessara, Kramer and Carson are of the opinion it is quite proper for the employees mentioned to be paid on the Bureau's regular payroll. The balance of the Conference after reconsidering the matter are of the opinion that the 83 employees referred to including Mr. Carson should be paid on the SIS confidential payroll. This payroll totals \$186,960.

## (2) SELECTION OF PERSONNEL

The Conference approved the recommendation of the subcommittee that the Chief Clerk's Office select personnel for SIS with the approval of the SIS Division. Presently, SIS interviews Agents who have indicated an interest in such an assignment and maintains lists from which to select. SIS also briefs personnel files upon which final selections are based, and contacts Special Agents in Charge concerning the availability of Agents for assignment. Their final selections are then cleared through the Personnel Division with request that they be placed on leave without pay. The conference recommends that SIS continue to interview Agents interested in these assignments. The Conference recommends that from these lists SIS request the assignment of personnel from the Chief Clerk's Office. The Chief Clerk's Office will then brief all necessary files, check the availability of the personnel with the Special Agents in Charge and, in conference with SIS, approve the final selections.

## (3) PERSONNEL MATTERS - ADMINISTRATIVE ACTION

The Conference was informed that efficiency reports and reports of a critical or derogatory nature concerning SIS personnel are prepared by Mr. Tolson for inclusion in the Bureau's regular personnel file. These reports are transmitted to the Administrative Division. Matters requiring administrative or disciplinary action are submitted to Mr. Tolson for approval.

Glavin

Ladd The Conference felt the procedure already in effect was satisfactory and that no changes were necessary.

Nichols

Rosen

(4) TRAINING OF PERSONNEL

Tracy

Carson

Conrad The subcommittee recommended no change in the training of personnel inasmuch as the five weeks' training course which includes the teaching of Spanish is presently conducted under the exclusive jurisdiction of the Training Division.

Kramer

McGuire

Quinn Tamm

Nease

Gandy



The remainder of the training afforded SIS employees concerns their confidential assignments, the "cover" to be used, the securing of the necessary passport and other documents. It is felt this phase of the work should remain in the SIS Division. The Conference unanimously concurred.

# (5) PERSONNEL FILES

When an employee enters on duty on SIS work, he is placed on leave without pay and the Bureau personnel file is retained in the Personnel Files Division. At that time an SIS personnel file together with an administrative file is started and maintained permanently in the SIS Division. This procedure has been operating satisfactorily and the Conference unanimously agreed with the recommendation of the subcommittee that no change be made. No indicated previously, material bearing upon the efficiency, inefficiency or misconduct of the SIS employees is submitted for his regular personnel files by the SIS Division.

# (6) INVESTIGATIVE FILES AND CARD INDEX

All SIS investigative files are maintained in the regular Bureau Files Section. SIS mail is received first in the SIS Division where the names of informants and reporting Agents are deleted for security purposes and numbers substituted therefor. Any immediate action necessary is taken by the SIS Division and the serials are then sent to the Files Section where they are indexed, recorded and routed back to the SIS Section. The indexing of this material by the Files Section follows the rules of indexing utilized on all Bureau material. In view of the indexing of addresses by SIS, the Files Section does not index addresses.

Upon the receipt of this material back in SIS it is thoroughly indexed including names and addresses on five by eight cards upon which a digest of the incoming material is also maintained.

Mr. Tolson \_\_\_\_\_ These digest cards serve the purpose of enabling the SIS Section to Mr. E.A. Tamm \_\_\_\_\_ handle all leads in turn from the State Department and other Mr. Clegg \_\_\_\_\_ Mr. Glavin \_\_\_\_\_ Mr. Ladd \_\_\_\_\_ Mr. Nichols \_\_\_\_\_ Mr. Rosen \_\_\_\_\_ Mr. Tracy \_\_\_\_\_

Mr. Gerson \_\_\_\_\_ The subcommittee advised there are twenty-one employees in the SIS Mr. Coffey \_\_\_\_\_ Mr. Hendon \_\_\_\_\_

Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

## RECOMMENDATION:

The subcommittee recommended and the conference unanimously approved that SIS continue to maintain its digest card index but that the amount of indexing be reduced for the reason that the section has in the past been indexing all names and all addresses and it does not appear that such complete indexing is necessary now that the SIS work has progressed to the point where sufficient is known about Latin America that the indexing of each and every name is no longer necessary. It is pointed out that the Bureau Files Section does not index all names in reports and communications.

OTR The subcommittee further recommended and the conference unanimously approved that the Bureau's administrative files section should extend the indexing of addresses to SIS material. This has not been done by the files section to date. It was pointed out that if mail drops etc. are to be properly covered, it will be necessary that indexing be done in the Bureau's main files in order that material from other sources also being indexed might result in a consolidation. The conference also unanimously approved a recommendation of the administrative files section that individual case files on persons and organizations be opened wherever possible. It was pointed out by the files section that SIS material has been filed since the beginning of SIS in general files in the 64- classification. However, the volume of material received has increased to the point where the maintenance of general files is no longer efficient. The SIS Section agrees with this suggestion and will work with this suggestion, and if approved will confer with the Files Section as to this matter.

## (7) SUPERVISORY ORGANIZATION

The Conference considered a suggestion by Mr. Carson that the SIS Division be set up under a three unit form as follows:

1. Administration, personnel, covers, informants, etc.
2. Espionage and Sabotage.
3. Subversive activities and political, economic and social material, etc.

NOT Supervision of SIS matters heretofore has been done geographically, Mr. Tolson supervisor being assigned to handle all material from one or more countries. Mr. E. A. Tamm Mr. Carson pointed out that the SIS Division can more efficiently operate by re-organizing the SIS Division along the lines of the Investigative Division where Mr. Clegg supervisors are assigned according to violations, i.e. espionage, sabotage, Mr. Glavin kidnapping, etc. The Conference was unanimously of the opinion that the Mr. Ladd suggested reorganization would result in a more efficient operation of the SIS Mr. Nichols Division. No additional supervisors or personnel would be required. Mr. Rosen Mr. Tracy Field personnel now totals 250 agents (including special employees Mr. Carson and inspectors) plus appropriate clerical personnel in the embassies and legations. Mr. Coffey Included in this figure are 71 Special Agents acting as legal attaches in Latin Mr. Hendon America and eight Agents in the following places: Mr. Kramer Mr. McGuire Mr. Quinn Tamm Mr. Nease Miss Gandy

Managua, Nicaragua  
La Paz, Bolivia  
Hamilton, Bermuda  
Port of Spain, Trinidad  
Ottawa, Ontario, Canada  
Kingston, Jamaica

There are twenty-two Agent Supervisors at Washington including Mr. Carson and one at New York City.

(8) NEW YORK SIS OFFICE

The subcommittee recommends that the New York SIS Office be maintained as at present and that it not be moved to the United States Court House Building. The New York Office consists of three rooms located at Rockefeller Center. There are three employees, i.e., one Special Agent, one stenographer, one translator. Their salaries total \$9,200.

The Conference unanimously concurs in the recommendation in view of the fact that members of cover companies used by SIS Agents frequently call in person to deliver or receive material necessary in the maintenance of the SIS Agents as an employee of that company. The SIS Division pointed out that there is a reluctance on the part of many cover companies to assist the Bureau in this field for fear it will impair their commercial business should it become known and should they be required to call at the regular FBI Office, their continued cooperation would be problematical.

(9) INSPECTIONS

*Mr. Glavin*  
SIS operations in South America are presently inspected by SIS representatives without any supervision from the Training and Inspection Division. The Conference unanimously recommended that no change be made at this time for the reason that the work of the SIS Division being very confidential it would be necessary to train special Inspectors for this purpose.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
cc Mr. Glavin  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

HMK:VGG

November 9, 1942

MR. D. M. LADD

RE: ESPIONAGE MATTERS TO BE  
DISCUSSED AT INSPECTORS  
CONFERENCE

Attached hereto is an outline of the matters  
pertaining to the handling of espionage investigations  
which I propose to discuss this evening at the  
Inspectors' Conference.

I have had extra copies of the attachment  
made and will furnish each of the Inspectors with a  
copy for his further enlightenment and possible future  
reference.

Respectfully,

Harry M. Kimball

Attachment

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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FEDERAL BUREAU OF INVESTIGATION

NOV 13 1942

U. S. DEPARTMENT OF JUSTICE

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INITIALS ON ORIGINAL

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INSPECTORS' CONFERENCE

ESPIONAGE

ALL INFORMATION CONTAINED  
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WHERE SHOWN OTHERWISE.

I. The importance of espionage investigations is prone to be disregarded by the field.

- A. Those espionage investigations where there is definite information indicating operations of Axis espionage agents in the United States should be made a special assignment. The results of the investigations should not be dependent on disconnected and infrequent routine inquiries along with other general assignments.
- B. Espionage investigations should not be relegated to applicant investigative procedure.
  - 1. Espionage inquiries should not be confined to background, neighborhood and ordinary mail cover inquiries.
  - 2. Where there is any indication of actual espionage activities, consideration should be given to the employment of technical and physical surveillances to determine other espionage contacts, methods of compensation, and channels of communication.
  - 3. Confidential investigative techniques (for instance, burglary) should be used and the results of such searches should be given thorough investigative attention.
  - 4. The field is too prone to disregard submitting handwriting and typewriting specimens to the Bureau.

~~CONFIDENTIAL~~

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Declassify on: OADR 246,335  
SP5C/MS 7/15/40  
#303073

ENCLOSURE

- 2 -  
~~CONFIDENTIAL~~

5. The field is also prone to merely set forth mail cover contacts and telephonic contacts without conducting investigations to identify and determine the possible espionage connections.
6. The office of origin in espionage cases overlooks the necessary requirement that it is charged with the supervision of espionage cases.
7. In many cases the field merely re-establishes contact with the same sources to determine whether the subject is engaged in espionage activities. This is obviously not an investigation to establish facts of espionage. The field should be more inclined to review their pending espionage cases in order to bring to a conclusion those which have no substance, in the event all possible investigation has been concluded.
8. The field often rejects physical surveillances because of the man power required. Time is saved in many instances where a positive intensive investigation is maintained over a short period rather than extended infrequent inquiries unproductive of results. An intensive investigation over a short period, even though negative, should produce information indicating whether the subject is or is not a spy compared to an extended investigation in which nothing is established.

~~CONFIDENTIAL~~



~~CONFIDENTIAL~~

9. The field should avail themselves in every possible instance of the facilities available to the Bureau:

- a. Laboratory facilities, particularly espionage handwriting files.
- b. Censorship, British and American
- c. Foreign sources:  ~~✓~~ OSS, State and FCC.

b7D

II The field, despite numerous Bureau instructions, fails to seriously consider the difference between "Internal Security" and "Espionage" in opening cases and in submitting reports. The facts should be more closely studied before designating the character of the investigation, it being borne in mind that should the initial facts, if established, prove a violation of the espionage statutes the character should be "Espionage". Otherwise, it should be given internal security character.

The field frequently disregards designating sources of information in ONI and G-2 as confidential informant. Such designation is at the specific request of ONI and G-2, and strict compliance with these instructions should be maintained.

It is necessary to frequently criticize the field for setting forth in detail in espionage reports the confidential investigative techniques employed. Under no circumstances should confidential investigative techniques or information disclosing the employment of technical surveillances be obvious in a report.

Espionage cases frequently have more than one subject, and reports are submitted merely referring to "subject" this and "subject" that.

~~CONFIDENTIAL~~



- 4 -  
~~CONFIDENTIAL~~

The name of the individual in question should be used at all times in order to avoid confusion. The field is still inclined to include too much administrative details in espionage reports and to set forth itemizations of surveillances which have produced nothing substantial. These details, of course, should merely be matters of record in the field office files.

III The field is inclined to overlook the necessity for establishing confidential informants in embassies, legations and consulates. The Spanish are, without a doubt, collaborating with the Axis in espionage. This is also believed to be true of the Swedes. The best possible informant coverage is within the embassies, legations and consulates. X

Those nations of particular importance in this respect are Spain, Sweden, France, Czechoslovakia, Argentina and Chile.

The Washington Field Office has been successful through personal contact with local Post Office authorities to maintain a very adequate cover on mail addressed to the embassies, legations and consulates in Washington, and other field divisions should be able to do likewise. X

[Results of surveillances on diplomatic and consular officials, when authorized, should be reported to the Bureau at frequent intervals by telephone or teletype. The results of such surveillances are furnished to the State Department in most instances and where there is delay in submitting the results to the Bureau, the data are valueless to the State Department. X

~~CONFIDENTIAL~~

Numerous complaints have been made to all coast field divisions as to possible submarine activities, such as blinking light signals, radio signals, et cetera, as well as reported landings and material found on the coast believed to have come from submarines.

By letters to the coast field divisions dated August and September 22, 1942, captioned "Submarine Activities in New York Area: Internal Security" instructions have been furnished as to the proper captioning of these reports. Few of the field offices have followed these instructions.

This material is being maintained in one file with a subsection for each field division at the Bureau in order that it may be properly correlated. These investigations if not properly captioned are meaningless and the material lost in the files at the Bureau if each isolated complaint is reported under some unusual caption. However, by establishing a uniform caption and filing everything which pertains to submarine activities in one file, the information by various field offices presents a definite picture of what has been done by the Bureau, as well as furnishes a picture of the Bureau's work as to submarine activities.

HBC:JEW

October 21, 1942

THE DIRECTOR

There is attached hereto a summary tabulating the number of offices which did and did not recommend the assignment of cases to agencies other than regular police agencies for investigation.

The Executive Conferences, Messrs. E. A. Tamm, Glavin, Hince, Nichols, Kramer, Carson, Ladd, Tracy and Clegg being present, recommended that no further action be taken in connection with this matter until after January first, when many new governors will take office and the field offices can then make a survey with a view to extending requests for this type of assistance to other agencies.

In each instance, those specific agencies recommended by the field offices were passed upon by the Executive Conference before approval.

Respectfully,  
For the Conference

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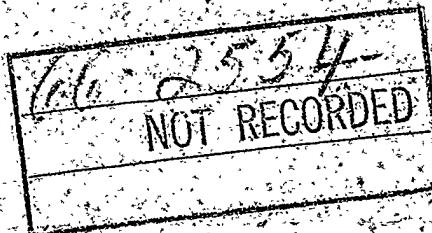
DATE 9/15/94 BY SP5C/LH

#323013

Clyde Tolson,  
Chairman

E. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_ cc - Mr. Glavin  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_ Enclosure  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN

SECRET

October 15, 1942

**THE DIRECTOR**

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Rosen, Nichols, Glavin, Kramer, Tracy and Quinn Tamm being present, was shown a chart displaying the proposed physical setup of the Drill Floor of the Armory.

It is noted that the Identification Division contemplates the placing on the Drill Floor of the Armory the Card Index and Technical Sections. The diagram, showing the actual setup of the cabinets, shows that the entrance to the Armory will contain on the Drill Floor the Card Index Section of 1,932 Card Index cabinets. This is approximately 1,000 more cabinets than are presently in the Card Index Section. The center of the Drill Floor will have the non-criminal file of 2,436 cabinets. The extreme end of the Drill Floor will have the criminal Technical Section file of 1,784 cabinets. The total Technical Section cabinets will be 4,220, an increase of approximately 2,000 cabinets over the present Technical Section cabinets.

**RECOMMENDATION:** The Executive Conference believes that the proposed physical setup is satisfactory and recommends its approval.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

Y. N. Olavin, Secretary

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DATE 9/15/12

DATE 9/15/90

323013

Olson \_\_\_\_\_  
A. Tamm \_\_\_\_\_  
Lugg \_\_\_\_\_  
Lavin \_\_\_\_\_  
Add \_\_\_\_\_  
Nichols \_\_\_\_\_  
Olsen \_\_\_\_\_  
Cacy \_\_\_\_\_  
erson \_\_\_\_\_  
Siley \_\_\_\_\_  
ndon \_\_\_\_\_  
amer \_\_\_\_\_  
Guire \_\_\_\_\_  
inn Tamm \_\_\_\_\_  
ase \_\_\_\_\_  
andy \_\_\_\_\_

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INITIALS ON ORIGINAL

51 OCT 20 1942

ORIGINAL FILE IN 66-1546-52

VRG:jh

October 5, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Quinn Tamm, Carson, Kramer, Hendon, and Glavin, considered a suggestion made by Inspector M. E. Gurnea concerning transfers of Special Agents to the West Coast.

Mr. Gurnea pointed out in view of the housing difficulties on the West Coast the Bureau should call this matter to the attention of the Field, suggesting to Agents who are being transferred to the West Coast offices that they precede their families and have them join them in the West Coast cities after such time as they have made arrangements for suitable living quarters.

The Conference does not feel that such specific instructions should go out concerning the transfer of Agent personnel to the West Coast. The Conference points out that at the present time this difficulty is being experienced in many field divisions, particularly in Detroit, Philadelphia, Dallas, Savannah, Washington, and a number of others.

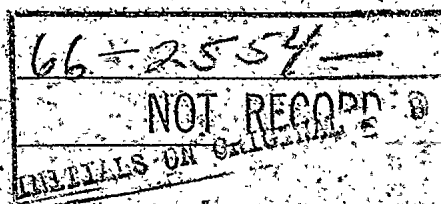
The Conference feels that the attached bulletin generally advising of space difficulties at the present time should be forwarded to the Field so that the Special Agent personnel will be cognizant of the difficulties which might be experienced by them in their new offices of assignment.

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
 Coffey \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
Guire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Egan \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



Attachment

ORIGINAL FILE IN 66-2554-52

HHC:JBW

October 21, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Hince, Nichols, Kramer, Carson, Ladd, Tracy and Clegg being present, approved the recommendation that, since in the future when manual changes are made and as the new manual pages are issued, the changes made on the reprinted pages be indicated by underlining the appropriate statements to indicate where the change occurs. The Conference unanimously recommends that this be done.

Respectfully,  
For the Conference

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DATE 9/15/90 BY SP5 C2/bce  
# 323013

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_ cc - Mr. Glavin  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
NOT RECORDED



IBN:WGR

October 17, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/98 BY SP5C/162  
323073

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Q. Tamm, Kramer, Carson, Ladd, and Nichols considered the matter of continuing as a regular project programs similar to that recently held in the Departmental Auditorium where motion pictures were shown to Bureau employees.

The Conference was unanimously in favor that such programs should be continued and unanimously approved the following:

1. Inasmuch as Carter Barron objected to the showing of films Mr. Nichols pointed out, and the Conference concurred, that it would be highly desirable for the Bureau to pay \$25.00 for the use of the films so that Paramount-Exchange, where we will probably get most of the films in the future, will not be in a position to say they have given away films. This money can be advanced by the Recreation Association and there are ample funds in the treasury.

2. The Conference felt that in addition to showing feature films it would be appropriate occasionally to work up a program of short subjects and in addition that the FBI Orchestra and the Choral Society work up a variety show being put on by Bureau employees. The details will be worked out as the program develops.

3. The Conference felt that these programs should be held approximately every three weeks and that we should go ahead and book the Departmental Auditorium until Spring. It will, of course, be necessary to pick weeks when we will have programs to coincide with the availability of the Auditorium and with holidays and other special occasions. For example the next showing was planned for the second week in November and then a showing during the early part of December with nothing from that time until January.

4. Inasmuch as some 1,200 people were turned away at the last program it was the view of the Conference that we have three shows, namely, 1:15 PM, 7:00 PM, and 9:15 PM.

If approved, a program will be worked out along these lines.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin,  
Secretary

INITIALS ON ORIGINAL - 3

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Tamm \_\_\_\_\_

C - Mr. Glavin

1-19943



RPK:TD

October 17, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs, Tamm, Ladd, Glavin, Nichols, Rosen, Quinn Tamm, Carson and Kramer, considered the suggestion submitted by SAC Guinane of Birmingham that he be permitted to circularize the sugar rationing boards in the State of Alabama requesting information concerning Selective Service delinquents. Mr. Guinane stated that he intended to send the names of Selective Service delinquents to all sugar rationing boards and request that they furnish information to him concerning any persons of a similar name.

The Conference was unanimously of the opinion that such action should not be taken. It was pointed out that information to be obtained in this manner would be very inconclusive and would only result in numerous leads with no legal basis other than the similarity of names. It was also brought out that the great majority of Selective Service delinquents in the Birmingham district are itinerant negroes who follow the cotton crops and it would be extremely unlikely that any information concerning them would be available to the sugar rationing boards. Accordingly, the Conference was of the opinion that Mr. Guinane's suggested procedure should not be followed.

There is attached for your approval a letter to Mr. Guinane.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/96 BY SP5 CJB/LS  
#323013

Clyde Tolson  
Chairman

W. R. Glavin,  
Secretary

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WRG:MTS

October 13, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Kramer, Quinn Tamm, Clegg, Tracy, Nichols, Carson, Rosen, and Glavin, considered and approved the attached form letter concerning air transportation priority of passengers in Army aircraft.

For the Director's information, under the present set-up in using military craft to make flights a representative of the Bureau would have to sign a release, waiving all rights to damages as a result of a crash or any other reason instant to the flight.

Respectfully,  
For the Conference

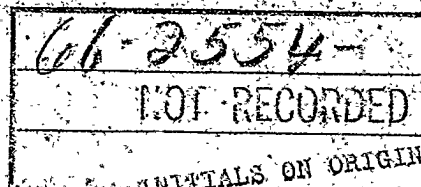
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HEREIN IS UNCLASSIFIED

DATE 9/11/90 BY SP5C/PCW  
#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN

BAC:BG

October 13, 1942

DIRECTOR

Mr. Hicks advises that Colonel Churchill, in charge of the Hostess House facilities at Quantico, has stated that they are again "going into the red" on the meals at Quantico. They are now employing 25 helpers in the kitchen and wages and food prices have gone up. He has asked for a 10¢ per meal increase which would bring the charges to be paid to the Hostess House to 75¢. This, plus a 10¢ tip, would make the meals cost 85¢.

It was recommended by the Executive Conference that this increase be authorized and that the per diem allowance at Quantico be increased proportionately.

Those present were Messrs. Tolson, Glavin, Nichols, E. A. Tamm, Tracy, Quinn Tamm, Rosen, Kramer and Clegg.

RESPECTFULLY,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/98 BY SP5 C/P/BC

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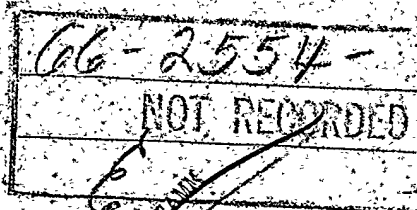
Clyde Tolson  
Chairman

T. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen cc-Jr. Glavin  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

INITIALS OF ORIGINAL

52 OCT 30 1942



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HHC:JEW

October 13, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Tracy, Nichols, Rosen, Kramer and Clegg, considered the oral suggestion of Assistant Director E. J. Connelley to Mr. Clegg that on the new concrete roof to be placed over the butts on the rifle range at Quantico, there be a layer of dirt of adequate thickness to keep bullets from striking the concrete tops and ricocheting.

Of course, there is a large mound of earth in front of the concrete roof, and there is in reality no occasion for a bullet striking the concrete roof. This matter was submitted to Mr. Sloan, in charge of firearms training, and was considered by him and firearms instructors C. F. Alden, E. W. Burke, J. A. Thompson, Leo Kuykendall, W. W. Burke, H. E. Goudge and I. B. Hale. They recommended against placing dirt on the roof since the roof itself would be built at a slight incline and would form a gutter to provide the necessary drainage. Placing dirt on the roof would interfere with the drainage and the dirt would be knocked into the butts, causing a lack of cleanliness in the butts themselves and also causing the possibility of dirt being knocked into the eyes of some of the students in the butts.

This matter was also presented to Mr. Baughman for consideration during his inspection, and he recommended against placing the earth on the concrete roof as this would increase the amount of water and dirt being knocked into the butts without increasing the safety factor. If a bullet would hit the concrete roof and ricochet, it would continue on toward the rear which would mean it would ricochet into the bank behind the butts which is the normal bullet stop.

The Conference unanimously agreed with the recommendation of the firearms instructors and Mr. Baughman, and Mr. Connelley is being advised accordingly in the letter attached for approval.

Clegg

Glavin

Ladd

Nichols

Rosen

Tracy

Carson

Chaffey

Hendon

Kramer

McGuire

Quinn Tamm

Nease

Gandy

cc - Mr. Glavin

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bce

#323013

Respectfully,

For the Conference

Clyde Tolson,  
Chairman

W. H. Glavin,  
Secretary

|              |
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ORIGINAL FILED IN 106-2554-50-117

October 8, 1942

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/164  
#323013

THE DIRECTOR

The Executive Conference was advised by Mr. Tracy that Dr. Dudley H. Schenckfeld; his assistant, Dr. Eitind Harburg; and Dr. Samuel Allenpack, a young graduate doctor who recently entered the Army, have been interested in a new drug—a derivative of marijuana which allegedly holds more promise as a truth serum than anything yet advocated. Dr. Schenckfeld discussed this matter with Mr. Coffey of the Laboratory recently and urged that the Bureau undertake a project for the development of this new drug as a war research necessity. He stated the Bureau could undertake it as a secret project for perfecting the use of the drugs on espionage subjects and prisoners of war with a view to obtaining complete truthful information. He further indicated he thought he could get Presidential approval if necessary.

Dr. Schenckfeld also inferred that if the FBI did not wish to handle the project they could then seek the sponsorship in turn of OSS, ONI, G-2 or Navy Department.

Mr. Coffey is in favor of undertaking the project with the strict understanding that its actual use on war prisoners is not contemplated but that its development would be in order that it may be available in the event of some great emergency.

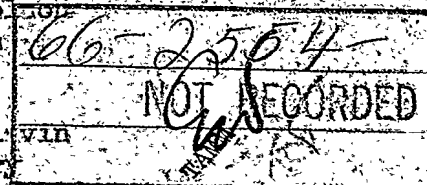
The Conference, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Glavin, Carson, Kramer, Rosen, C. Tamm, Hendon and Tracy, unanimously recommend against the undertaking of such a project pointing out the danger involved in experiments with truth serum drugs in the possible loss of life of subjects utilized. Further, that Dr. Schenckfeld is known to desire personal publicity, that he would publish an article following the Lindbergh case and that he probably will publish a book on the development of such a truth serum immediately upon the conclusion of the war. The Conference further felt it very undesirable to engage in a project of this type involving the possible use on prisoners of war.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

E. F. Glavin  
Secretary



ORIGINAL FILED IN 62-69522



October 5, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E.A. Tamm, Glavin, Quinn Tamm, Rosen, Hendon, Tracy, Ladd, Carson, Kramer, and Nichols considered a problem raised by Mr. Nichols.

Increasingly, the Provost Marshals at Air Fields and Army camps are requesting copies of the booklet "Classification of Fingerprints." This booklet has been restricted to law enforcement officers and heretofore we haven't been furnishing it to Army camps. The only portion of this booklet which would be of any great value to them would be the section devoted to "How to Take Fingerprints."

Inasmuch as "How to Take Fingerprints" appears in the current booklet "Identification Facilities of the FBI" which will not be reprinted after the present supply is exhausted, it is recommended that "How to Take Fingerprints" be multigraphed and stapled together without a cover for distribution in response to inquiries from individuals such as Provost Marshals.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W.R. Glavin, Secretary

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DATE 9/15/92 BY SP5 cjb/

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October 5, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Quinn Tamm, Carson, Kramer, Hendon, and Glavin, again considered the desirability of furnishing to Bureau employees communications to be delivered to local rationing boards for either tires or gasoline confirming their employment with the Bureau.

The Conference recommends that such communications be furnished, provided the communication contains a paragraph that the Bureau in no way is requesting any preferential treatment for its employees in so far as wither tire or gasoline rationing is concerned.

The Conference suggested that the attached type of communication be addressed in the future.

Respectfully,  
FOR THE CONFERENCE

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DATE 9/15/96 BY SP5C/16C  
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Clyde Tolson  
Chairman

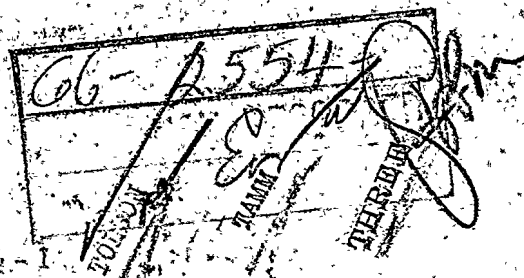
W. H. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment

INITIALS ON ORIGINAL - 1

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October 5, 1942

ALL INFORMATION CONTAINED

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DATE 9/15/90 BY SP5 u/bce  
#323083

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Quinn Tamm, Carson, Kramer, Hendon and Glavin considered the desirability of opening an office at Mobile, Alabama, to handle the Southern and Middle districts of Alabama and the Northern district of Florida. The Conference further considered the desirability of moving into commercial space at Birmingham in the event it is not possible to open an office at Mobile.

The Director's attention is invited to the fact that during a recent inspection of the Birmingham Office the Inspector stated that the Birmingham space was very unsatisfactory, it was not in good repair, difficulty was experienced in having the local Postmaster do anything about the space; that the furniture was in poor repair and we could not secure any new furniture from the Postmaster of the building.

SAC Guinane pointed out in response to this comment that he had been trying for a long period of time to secure additional space in the Federal Building at Birmingham and also he has tried unsuccessfully to have the space and furniture refinished; however, the Postmaster has advised on a number of occasions that only absolutely necessary work was being performed during the present war period. We have also been advised that there is absolutely no additional space in the Post Office there for our use.

POSSIBLE OPENING OF AN OFFICE AT MOBILE, ALABAMA

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Coffey \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
ss Gandy \_\_\_\_\_

In considering the opening of an office at Mobile, Alabama, it is felt that the Middle and Southern districts of Alabama and the Northern district of Florida should be included in such an office. If such an office were to be opened there would be 1,236 cases pending there. The Northern district of Alabama, which would be the revised Birmingham territory, would have 933 cases and the remaining Florida territory operated from Miami would have 3,492 cases.

SAC Guinane favors very much the opening of an office at Mobile, feeling that the number of cases would increase considerably if an office were to be opened there, that travel requirements would be more satisfactory, especially to the Northern district of Florida, since travel requirements from Miami to the Pensacola area are greater. SAC Guinane further points out that there is an approximate population of 200,000 at Mobile at the present

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MEMORANDUM FOR THE DIRECTOR

- 2 -

time and a number of vital defense agencies are there. He has six Resident Agents at Mobile at this time and these Agents will have to be increased to at least eight in the immediate future.

SAC Danner is against the assignment of the Northern District of Florida to any contemplated Mobile territory, he feeling that the work in the Northern district of Florida which is now handled by approximately two and one-half Agents can be adequately handled from the Miami Office.

SPACE AT MOBILE

SAC Guinane advised that in so far as the space is concerned, there is absolutely no space available in Government buildings at Mobile, that with respect to commercial space, there are approximately 3,000 square feet of space available in the First National Bank Building. This space is not all together. The building is old and not desirable and the management was not particularly anxious to deal with the Government. There is only one other building available in Mobile which could possibly be considered and that is the Wilson Building, a four-story old brick building located near the Federal Building. The offices are small and old-fashioned. It has available approximately 4,000 square feet of space on the second floor, and the recommendation was made that this space is not suitable for Bureau use. SAC Guinane feels that there should be at least 5,000 square feet of space secured for any office we might open at Mobile. He further feels that he could possibly have the lessors at the First National Bank Building move certain of their tenants to give us the necessary 5,000 square feet of space if the Bureau felt it desirable.

Mr. Ladd, who made a space survey at Mobile sometime ago, is thoroughly acquainted with the space in the First National Bank Building. He states that it is not desirable space and that the management there is not anxious to move any tenant for us. It, therefore, appears that it will not be possible to open an office at Mobile at this time in view of the fact that space is not available.

SECURING OF COMMERCIAL SPACE AT BIRMINGHAM

Since we have had so much difficulty with the Post Office officials at Birmingham trying to get space, an inquiry was directed to SAC Guinane to ascertain whether space could be made available in a commercial building at Birmingham. SAC Guinane states that there are two buildings in Birmingham, the Martin Building and the Education Building where we could secure necessary space for housing the Birmingham Office. We could secure 6,321 square feet of space on two floors of the Martin Building at an annual rental of \$1.68 per square foot for the first year, or a total of \$9,600 for the first year and a rental thereafter of \$1.25 per square foot, or a total of \$7,901.28 per year after the first year. In the Education Building we could secure 6,777 square feet of space on the fifth and sixth floors at a rental of approximately \$1.50 per square foot or a total rental of \$10,165.50.

MEMORANDUM FOR THE DIRECTOR

- 3 -

SAC Guinane recommends considering the space in the Education Building, that building being closer to the Federal Building and located nearer the business district. He states that garage space could be obtained within one block of the building and elevator service would be available twenty-four hours a day.

The Martin Building is not one of the principal office buildings in Birmingham and is off the beaten path from the business district, being five blocks from the Federal Building and three blocks from the business district.

The Conference recommends that the attached memorandum go forward to Mr. Quinn advising him of the need for additional space at Birmingham, pointing out to him that we do not wish to move but that we must have additional space and if such space cannot be had in the Federal Building it will be necessary for the Bureau to move to commercial quarters.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

WRG:HTS

October 7, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Tolson, Rosen, Hendon, Ladd, Kramer, Carson, Tracy, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. R. H. Laughlin concerning S.I.S. employees.

Mr. Laughlin points out that at the present time we have continuously in training session 25 Special Agents undergoing a five weeks training course before their assignment to S.I.S. work; that these Agents are, for the most part, single; that they are on per diem, which per diem cost is approximately \$150, or approximately \$54,000 a year.

Mr. Laughlin suggests that consideration be given to changing the headquarters of these Agents to Washington, D. C., in order to save this per diem during their attendance at training school, since in the majority of instances they have no additional expenses at their offices of assignment and they could just as well be assigned to the Washington Field Office and transferred from there upon the completion of their confidential assignments.

The Conference, with the exception of Mr. Glavin, recommends against the adoption of this procedure. It was pointed out by the Conference that at the present time there are 156 men on S.I.S. assignment and 54 in training. Of these 210 Special Agents either assigned or being trained for such assignment, there are 21 married, 16 already assigned and 5 in training. The Conference feels that the expenses of these men will go on, inasmuch as their families are still located in the cities of their offices of assignment.

Mr. Tolson ing. It was further pointed out by the majority of the Conference that on many occasions individuals brought in here for this training are not retained for special assignment, they flunking out during the course of training due to various causes. The majority of the Conference recommends that the Bureau continue on as is its present policy, that is carrying these men in a travel status while they are in training.

Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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HEREIN IS UNCLASSIFIED

DATE 4/11/83 BY SP5 RJG/bay

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9/15/90

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Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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WRG:jh

October 6, 1942

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bce  
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MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Nichols, Kramer, Carson, Hendon, Rosen, Tracy, Quinn Tamm, and Glavin, again considered the possibility of establishing an office at Reno, Nevada.

For the Director's information there are 700 cases pending in Nevada and 1147 cases pending in the state of Utah, or a total of 1847 cases in the Salt Lake City Division.

In considering the possibility of establishing an office in Nevada, SAC Newman made a space survey at Reno and advised there is no space available at Reno; that there is only one fire-proof building in the city and the only available space in that building is approximately 600 square feet. He also stated that in considering Las Vegas, it was ascertained that there is no space available which could be utilized for office space and that he, Newman, personally knows that Las Vegas is considered a real boom town and that there are approximately 1000 trailers in and around the city due to lack of living space there at this time.

With further reference to transportation facilities, it appears that considerable difficulty would be experienced in securing direct transportation facilities between Las Vegas and Reno and to travel to these cities, it would be necessary to go into Salt Lake City. In so far as automobile transportation is concerned a roundabout, circuitous route would have to be taken to get to Las Vegas and there would be no savings of time in reaching that city from Reno over the present set up from Salt Lake City.

It, therefore, appears there is no possibility of establishing a field office in Nevada at the present time.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_

The Conference recommends further that since it is not possible to establish a field office covering the state of Nevada at the present time that the Special Agent in Charge at Salt Lake City be authorized to have an additional administrative assistant. At the present time the Salt Lake City office has 1819 cases pending. The Special Agent in Charge and the Number One man have been authorized to handle administrative work. Mr. Newman pointed out that there has been a tremendous influx of Japanese into Utah. They are working in the fields and in other pursuits and are not in Internment Camps and are going to make considerable investigative work. He also advised that there are a number of German, Japanese, and Communist matters which must be handled there. He further pointed out that he

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and the Number One Man could not handle the present work; that they are working around 175 hours overtime per month; that there is a constant stream of individuals coming to the Salt Lake City Office for interview and that he feels it is essential that an additional administrative assistant be approved.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



HHC:JEW

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

November 10, 1942

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 CJB/66  
#323013

Re: Inspectors' Conference

The Conference adjourned at about a quarter to twelve last night. The day's program had been completed except that the representative of Division Six, acting for Mr. Rosen, did not have an opportunity to appear before the Conference.

Due to the lateness of the hour, members of the Conference were not required last night to prepare new questions on the new Manual of Rules and Regulations. It is recommended that the Conference adjourn to-night at about 7:00 P.M. so that after 7:00 P.M. each of the members of the Conference will be provided an opportunity to prepare the questions on the manuals which have been assigned to them; and that they be permitted to remain in Washington Wednesday morning completing the program, including a review of the questions, about twelve noon Wednesday.

In the event the above is approved, the following will be the schedule:

Tuesday, November 10, 1942

|                    |  |   |
|--------------------|--|---|
| 9:00 - 10:00 a.m.  | Demonstration of Inspection - Technical Equipment          | Mr. Pfafman                                 |
| 10:00 - 11:30 a.m. | Demonstration of Inspection - Automobiles                  | Mr. Huston                                  |
| 11:30 - 12:00 n.   | Inspection - Firearms Ranges                               | Mr. Sloan                                   |
| 12:00 - 1:00 p.m.  | Luncheon   |   |
| 1:00 - 2:30 p.m.   | Inspection of Firearms and Restraining Devices             | Mr. Sloan                                   |
| 2:30 - 3:00 p.m.   | Instructions - Division Six                                | Mr. R. E. Smith<br>(representing Mr. Rosen) |
| 3:00 - 7:00 p.m.   | Field Office Inspections - Methods and Reports             | Mr. Clegg                                   |
| 7:00 p.m.          | Adjournment for dinner and Preparation of manual questions |   |

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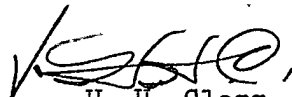


Wednesday, November 11, 1942

|                   |                                    |           |
|-------------------|------------------------------------|-----------|
| 9:00 - 10:30 a.m. | Questions and Answers - Conference |           |
|                   | Forum - Suggestions                | Mr. Clegg |
| 10:30 - 12:00 n.  | Review of manual questions         |           |

Mr. Brantley advises he must leave tonight late on the plane since he has a peace officers' convention to attend beginning Wednesday in his division. He has discussed this with Mr. Tolson.

Respectfully,

  
H. H. Clegg

cc - Mr. Tolson  
Mr. R. E. Smith



**Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.**

CC-287

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_

RES:lg

November 20, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/98 BY SP5 C/LK  
#323013

MEMORANDUM FOR MR. ROSEN

RE: SUGGESTIONS ORIGINATING IN THE  
INSPECTORS' CONFERENCE OF  
NOVEMBER 9, 1942

I. During the appearance of the writer in your absence before the Inspectors' Conference, Special Agent in Charge Dwight Brantley inquired whether legislation to permit United States Commissioners to finally dispose of certain petty violations within the Bureau's jurisdiction might not facilitate the handling of this type of case.

The writer commented that such legislation would no doubt facilitate the handling of this type of case, but that the question of whether the Bureau would like to sponsor such legislation was one of policy which could not be answered on the spot. It was pointed out that such legislation might become a boomerang and in the long run burden the Bureau with many petty cases which, particularly at the present time, it might not desire to handle. It was stated the suggestion would be brought to your attention.

RECOMMENDATION

In view of the present statute authorizing Commissioners to try and to finally dispose of certain petty offenses on Government reservations, it is recommended that general legislation authorizing United States Commissioners to try all petty offenses which occur anywhere not be sought. *OK, I agree*

II. SAC Dwight Brantley suggested a bulletin to the field pointing out when cases should be kept pending to report state statistics.

RECOMMENDATION

It is recommended that such a bulletin be issued, and a proposed bulletin is attached.

Respectfully,

*Roswell E. Smith*  
Roswell E. Smith

65-554-19847

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14 MAR 10 1943

October 14, 1942

EAT:DC

THE DIRECTOR

The Executive Conference again considered the suggestion of Mr. L. A. Tamm that a course of study of the Spanish language be afforded to Bureau Executives and Supervisors, the course of study to be of course given on a voluntary basis and upon the employee's own time. The Conference is in favor of such a course of study providing that Bureau personnel properly qualified is available to give the course of instruction without cost to the employee or to the Bureau.

The Conference is advised that the necessary personnel for the teaching of such a course is presently available at the Dept. of Government.

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DATE 7/15/98 BY SP5C/bc

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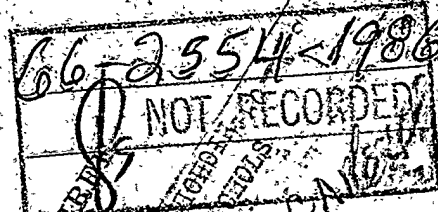
Respectfully,  
For the Conference

Glyde Tolson, Chairman

L. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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October 31, 1942

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DATE 9/15/90 BY SP5 W/bw

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THE DIRECTOR

The Executive Conference, Messrs. Tolson, Rosen, Carson, Hendon, Nichols, E. A. Tamm, Quinn Tamm, Tracy, Ladd, Kramer, Hince, Glavin and Clegg being present, considered the proposed course of instruction to be available for Bureau executives and supervisors. The following information has been obtained by our Spanish instructors:

- (1) The course of instruction should consist of a minimum of 100 hours of instruction; and this would require an additional 100 hours of study preparing for the instruction. This compares with the 272 hours now given the Spanish classes over a period of 5 weeks.
- (2) The number in the class should preferably be 20. The classes could be given in an available office in the Department of Justice Building.
- (3) During the early part of the course, if more than 2 consecutive hours are missed, the likelihood of the student's continuing successfully would be remote. During the latter part of the course which would include a great deal of conversational practice, not more than 3 consecutive hours could be missed with reasonable hope that the student could successfully complete the course. In other words, the courses and classes would be arranged logically and in sequence, and if someone missed a substantial portion of the course as above indicated he would be handicapped in continuing and it would be unfair to the remainder of the class to have them repeat that part of the course.
- (4) If classes are held for 1 hour 3 times a week, the course would be completed in 8 months; if held 1 hour 5 times per week, it would be completed in 5 months; if held for 2 hours on each of 2 periods per week, it would be completed in 6 months.

Mr. Tolson \_\_\_\_\_ Those favoring the course recommended that the class be held from  
Mr. E. A. Tamm \_\_\_\_\_ 7 to 9 P.M. twice each week.

Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_ Unless the student finishing this course continued to make regular  
Mr. Ladd \_\_\_\_\_ frequent use of the language, within 6 to 8 months the benefit of the  
Mr. Nichols \_\_\_\_\_ training will have been lost.

Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_ Those favoring the holding of the courses were Messrs. Glavin, Tracy,  
Mr. Carson, Tamm, Hince and Rosen.

Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_ Those believing it impractical and of such limited value as not to  
Mr. Kramer \_\_\_\_\_ justify holding the classes, particularly in view of the likelihood that any

Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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of the Bureau officials would be able to pursue the courses regularly and with the required continuity, and were thus opposed to the courses being given, were Messrs. Quinn Tamm, Carson, Hendon, Nichols, Ladd, Kramer, Tolson and Clegg.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

cc - Mr. Glavin

p mam

Federal Bureau of Investigation  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

November 3, 1942

hbc; hd

MEMORANDUM FOR THE DIRECTOR:

The Executive Conference, Messrs. E. A. Taum, Glavin, Tracy, Nichols, Ladd, Rosen, Hince, Kramer and Clegg being present, approved the recommendation of Physical Instructor H. A. Meyers that the regular physical training given to two classes of New Agents at Quantico be conducted in the afternoon, beginning at 2:00 P. M. daily, Monday through Friday, instead of at 10:00 A. M. as at present.

The change will permit a break in the afternoon classes, which are of longer duration than the morning classes, and it is believed that this time will be more convenient also to the physical instructors who proceed to Quantico for the purpose of giving this training.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

CC. Mr. Glavin

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/13/90 BY SP5CJ/bce  
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WRG:lrd

November 16, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Clegg, Hendon, Carson, Nichols, Tracy and Glavin considered a suggestion submitted by G. D. Gatins in the Training Division that the Bureau discontinue the recording and keeping of statistics of overtime put in by employees.

Mr. Gatins points out that the Agents have a tendency to adopt the attitude of "keeping up with the Joneses," and it is his opinion that quite frequently overtime is voluntarily put in when it is not necessary or essential but merely for purposes of record. He points out that under present conditions the need for justifiable reasons for additional appropriations is somewhat obviated and, in addition, Agents as well as all employees during these critical times need relaxation as much as, if not more than, ever before. He feels that the keeping of overtime records is not justified and feels that if the Bureau sent out a directive that no employee should, unless necessary, work more than fifty hours of overtime per month that the Agents' average not only at the Seat of Government but in the field would correspondingly drop.

The Conference points out that the Bureau has no voice in the keeping of overtime records, that we have been specifically instructed by the Congressional Appropriations Committee to keep such records and we must do it.

There is attached hereto a letter to Mr. Gatins concerning this matter.

Respectfully submitted,  
FOR THE CONFERENCE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. ~~Attachment~~ \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 7/17/90 BY SPSC/lba  
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Clyde Tolson, Chairman

H. R. Glavin, Secretary

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November 7, 1942

LBN:WLS

THE DIRECTOR

157  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Hince, Kramer and Quinn Tamm did not feel it would be possible to take every employee through the new Japanese exhibit. However, as the employees request to see it, arrangements will be made to have them shown through.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED  
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DATE 5/15/96 BY SP5C/KS  
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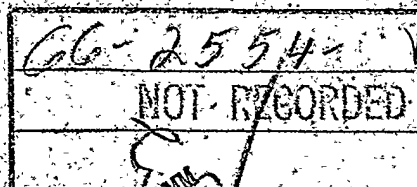
Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

CC - Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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WRC:jh

November 24, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Carson, Rosen, Quinn Tamm, Tracy, Nichols, Hendon, and Glavin was advised that after considerable conferring with members of the Office of Price Administration, Special Agent Halter of the Chief Clerk's Office had been successful in having the Bureau exempted from having its automobile tires inspected.

For the Director's information, the Army also is exempted from having inspection certificates utilized. It was pointed out to the Conference that OPA would, of course, submit communications to its various boards stating that the FBI official cars would be exempted from having tire inspection certificates.

The California Dept. has no objection to the OPA so far as its various inspection actions in this regard.

ALL INFORMATION CONTAINED

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DATE 9/15/90 BY SP5C/pla

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Respectfully,  
FOR THE COMMISSIONER

Clyde Tolson  
Chairman

W. A. Glavin  
Secretary

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Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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November 18, 1942

THE DIRECTOR

At a meeting of the Executive Conference which was attended by Messrs. Tolson, Glavin, E. A. Tamm, Tracy, Nichols, Carson, Hendon, Clegg, Rosen, and Ladd on November 12, 1942, the suggestion was made by Special Agent D. A. Flinn to the effect that the "Quarterly Report on Subversive Activities in the United States" be changed and that hereafter it be designated as the "Quarterly Intelligence Summary."

It was pointed out to the Conference that, at the present time, there is included in this summary information concerning such organizations as the Oxford Group, the War Resisters' League, and other similar organizations which could not properly be designated as subversive.

The Executive Conference was unanimous in recommending the change in title.

Respectfully,  
For the Conference

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DATE 9/15/90 BY SP5 C. J. B.

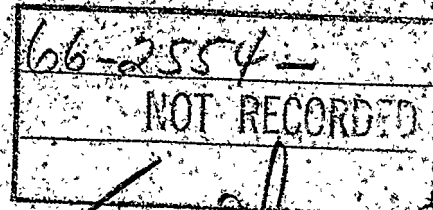
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Clyde Tolson  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey - Mr. Tamm \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

W. R. Glavin  
Secretary

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hlc;hd

November 3, 1942

THE DIRECTOR:

The Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Rosen, Hince, Kramer and Clegg being present, favorably considered the suggestion of Physical Instructor H. A. Meyers that each of the members of the physical training staff be given a course of firearms training.

The training can be given at intervals over a period of several weeks and without interfering with either the firearms or the physical training programs.

It is believed, since the physical training staff instructs in disarming methods and as a thorough knowledge of firearms would be of definite value in the teaching of disarming methods, it is important that this training be provided.

If this is approved, this procedure will be adopted following the return of Mr. Meyers to the city. He is presently absent taking the special physical training course given by the U. S. Navy.

Respectfully,  
FOR THE CONFERENCE

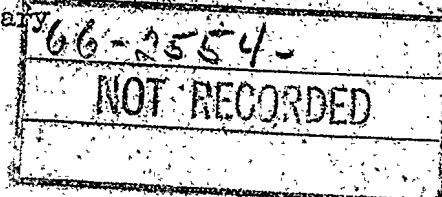
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 C/bee  
# 323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



JOHN EDGAR HOOVER  
DIRECTOR



RWS:MAC

**Federal Bureau of Investigation**  
**United States Department of Justice**  
**Washington, D. C.**

November 4, 1942

CC-287

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

**URGENT**

MEMORANDUM FOR MR. TRACY

Re: Purchase of Equipment  
for Construction of  
Minature Transmitters.

It is requested that the Chief Clerk's Office make immediate arrangements for the purchase of the items as listed below which are needed now for the development and construction of six minature transmitters which will be used in the field on current espionage cases where it is necessary to transmit a confidential conversation between two people to another location where it may be recorded. These transmitters are applicable to the many instances where it is impossible or undesirable to install a type of microphone plant. It can likewise be used in a subject's automobile for transmission of a conversation within that automobile to a trailing Bureau car where it may be recorded.

| <u>NO.</u>   | <u>EACH</u> | <u>CAT. NO.</u> | <u>DESCRIPTION</u>               | <u>LIST</u> | <u>COST</u> |
|--|-------------|-----------------|----------------------------------|-------------|-------------|
| From RCA, from Raytheon Corp., Lafayette Radio Corporation |             |                 |                                  |             |             |
| 24   | 1E7GT       |                 | Duo-pentode midget tube          | 35.25       | List        |
| 12   | 1D8GT       |                 | Diode-pentode-triode midget tube | 8.50        | "           |
| 24   | 1G6GT       |                 | Class B Duo-triode midget tube   | 22.50       | "           |
| 24   | 1Q5GT       |                 | Beam power pentode tube          | 22.50       | "           |
| 24   | 1T5GT       |                 | Beam power pentode tube          | 20.20       | "           |
| 10   | 184         |                 | Pentode minature tube            | 8.40        | "           |

Only from Hytronic Labs, 23 New Darby Street, Salem, Massachusetts.

|   |         |               |       |
|---|---------|---------------|-------|
| 7 | HY-1130 | Minature tube | 12.25 |
| 7 | HY-135  | Minature tube | 24.50 |

Following on Government schedule.

|    |       |   |      |      |
|----|-------|---|------|------|
| 40 | 74-8  | Amphenol bakelite octal tube sockets B    | 4.80 | List |
| 9  | 54-2  | Amphenol Flat polystyrene crystal sockets | 2.70 | "    |
| 5  | 54-7P | Amphenol polystyrene tube sockets         | 1.75 | "    |

FOR DEFENSE



*Handwritten signature*

*Handwritten initials*

Page Two  
Memorandum for Mr. Tracy

| NO. | EACH   | CAT. NO.    | DESCRIPTION  | LIST COST          |
|-----|--------|-------------|--|--------------------|
| 5   |        | 54-5H       | Amphenol U.H.F. tube sockets                         | 1.75 List          |
| 4   |        | 12"x3/8"    | Amphenol polystyrene "912-A" rods                    | 1.80 "             |
| 8   |        | 12"x3/4"    | Amphenol polystyrene "912-A" rods                    | 6.60 "             |
| 12  |        | 78-5HT      | Amphenol Minature tube sockets                       | 3.60 "             |
| 12  |        | 4-contact   | "Hearing aid" sockets                                | 6.00 Approx.       |
| 12  |        | 4-contact   | "Hearing aid" plugs                                  | 6.00 "             |
| 10  |        | 24-5H       | Minature plug-in coil forms                          | 4.00 List          |
| 1   | sheet  | 12"x16"     | Amphenol "912-B" 1/16 inch polystyrene               | 4.00 "             |
| 1   | "      | 12"x16"     | Amphenol "912-B" 3/16 inch polystyrene               | 12.00 "            |
| 10  | 1097   | 100,000 ohm | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 10  |        | 10,000 ohm  | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 10  |        | 3 megohm    | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 25  |        | 25,000 ohm  | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 10  |        | 1 megohm    | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 10  |        | 50,000 ohm  | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 10  |        | 5,000 ohm   | 1/2 watt carbon resistors, Aerovox                   | 1.70 "             |
| 35  |        | 1467        | .005 microfarad mica condenser, Aerovox              | 17.50 "            |
| 12  |        | 1468        | .00075 microfarad mica condenser "                   | 2.40 "             |
| 12  |        | 1468        | .00005 microfarad mica condenser "                   | 1.80 "             |
| 12  |        | 1467        | .002 microfarad mica condensers "                    | 3.00 "             |
| 15  |        | USR-50      | National minature variable condensers                | 22.50 Approx.      |
| 12  |        | TPB         | National threaded polystyrene bushings               | 3.60 "             |
| 7   |        | PRC         | 3/8"x3/4" Hi-freq. polystyrene coil forms            | 1.05 List          |
| 7   |        | PRD         | 1/2" x 1" Hi-freq. polystyrene coil forms            | 1.05 "             |
| 7   |        | PRE-3       | 9/16" x 2" Hi-freq. polystyrene coil form            | 1.40 "             |
| 2   | bottle | 53-901-4    | Liquid polystyrene coil dope, Amphenol               |                    |
| 6   |        | 14-40 meg.  | 5.7 micro-henry, 750 milliamper, BUD, U.H.F. chokes  | .90                |
| 6   |        | 1230        | I.C.A. Small toggle switch, single-pole-double-throw | 2.40 "             |
| 6   |        | 1051        | I.C.A. Amber bakelite plug-in coil forms             | 2.10 "             |
|     |        |             |  | <u>280.70 List</u> |

Respectfully,

E. P. Coffey

Addendum

November 16, 1942

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Clegg, Hendon, Carson, Nichols, Tracy and Glavin approved the purchase of this equipment.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson

H. E. Glavin

WRG:lrd

November 11, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Tracy, Kramer, Carson, and Glavin considered certain posters submitted by Special Agent Leo J. Gauthier for reproduction and use in the weekly "Investigator" at the Seat of Government and for posters to be placed in the various sections both at the Seat of Government and in the field.

The Conference recommends that the attached eight posters be approved for final preparation and use at the present time. Additional posters will be submitted from time to time by Mr. Gauthier for consideration of the Conference and the Director.

Should the Director approve these particular posters, they will be immediately prepared in final form.

Respectfully submitted,  
FOR THE CONFERENCE

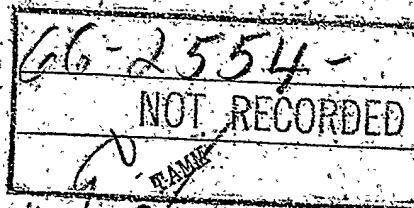
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/17/90 BY SP5C/bca  
#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachments



ORIGINAL FILED IN



November 7, 1942

LBH:WLS

THE DIRECTOR

Mr. Nichols called to the attention of the Executive Conference the OWI Order abolishing all general mailing lists built up of requests for "all releases and/or publications."

It was the unanimous belief of the Conference that this Order did not apply to the Bureau, inasmuch as our mailing list is broken down according to individual groups and requests for subject matter. For example, we send our uniform crime reports, law enforcement bulletins and other items to various classes; some get only uniform crime reports, some only law enforcement bulletins, and others get both.

Accordingly, no change will be made in the present procedure.

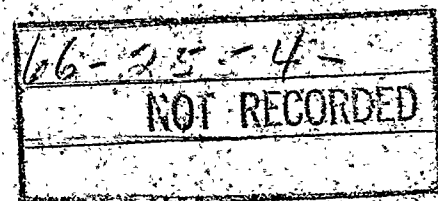
Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY spsc/bca

Clyde Tolson,  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

W. R. Glavin,  
Secretary



ORIGINAL FILED IN 66-25-4-

WRG:lrd

November 11, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Quinn Tamm, Ladd, Rosen, Hendon, Carson, Kramer, Nichols and Glavin recommends that in so far as the Christmas Holiday leave is concerned we continue our regular procedure which is as follows:

IDENTIFICATION DIVISION: No more than 10% of the active personnel on leave at any one time.

FILES DIVISION: No more than 10% of the active personnel on leave at any one time.

SECURITY DIVISION, CHIEF CLERK'S OFFICE, TRAINING DIVISION, INVESTIGATIVE DIVISION AND ADMINISTRATIVE DIVISION (OTHER THAN FILES SECTION): Leave according to schedules which have been set up. In view of the number of persons assigned to these particular divisions, the 10% rule is not abided by since it is not necessary or desirable in certain of the smaller divisions.

The Conference feels that on the approach of the Christmas Holidays leave can be granted to employees who will want off one-half day to do certain shopping; however, the Conference does not feel that there should be any special policy set up on granting any leave over Christmas or over New Years.

For the Director's information, at the present time there is considerable doubt as to whether there will be any transportation facilities available for persons going on Christmas or holiday leave other than the military personnel. There is considerable comment concerning this matter at the present time.

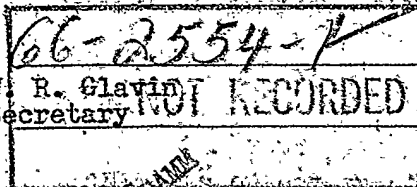
Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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HEREIN IS UNCLASSIFIED  
DATE 9/15/99 BY SP/SC/1600  
#323013



ORIGINAL FILED IN

JOHN EDGAR HOOVER  
DIRECTOR



COH:LW

Federal Bureau of Investigation  
United States Department of Justice

Washington, D. C.

November 5, 1942

CC-237

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MEMORANDUM FOR MR. GLAVIN

RE: NATION-WIDE GASOLINE

RATIONING

Mr. H. O. Smith, Jr., a liaison officer, Office of Price Administration (National War Agency, telephone extension 6689 or 6694) telephoned this morning and stated he thought the Bureau might like to know that the new "C" stickers which will be issued in connection with "C" coupon books in the nation-wide rationing program will have a list of all eligible groups printed on the sticker and that each car bearing such a sticker must have one of the classifications punched. This rationing will not effect the rationing area in the East but will effect the remainder of the country which will go under rationing regulations November 22, 1942. Mr. Smith was of the opinion the Bureau might wish to give consideration to this fact and let the Office of Price Administration know which policy it expects to follow in the use of gasoline books. He suggested that perhaps the Bureau might wish to use the "A" and "B" books exclusively. If this policy is followed the only sticker necessary to be placed on the windshield is the "B" sticker which will not bear any identification as to the individual qualified to use the "B" books. In this connection I desire to point out that there are only 16 coupons in a "B" book. As you know, the "C" books which the Bureau has been using contained 96 coupons. Should the Bureau desire to use "A" and "B" books, the number of books to be requisitioned will be quite an item.

Briefly, individuals qualified to obtain "C" books fall within one of the following classifications:

1. Official representatives or employees of federal, state or local governments using automobiles on official business.
2. School teachers and other school officials.
3. Automobiles used for the delivery of newspapers.
4. Automobiles used for the transportation of newsreels and other motion picture equipment.
5. Medical profession.



6. Medical interne.
7. Embalmers
8. Ministers--
9. Farmers transporting produce and supplies between the farm and public markets.
10. Transportation of farm workers.
11. Transportation of workers essential to the war effort.
12. Transportation of Armed Forces.

In the event the Bureau would desire to decide upon one of the above-mentioned classifications, it will be satisfactory with the Office of Price Administration for the Bureau to have all "C" books and to have the "C" stickers punched by one of the above designations.


RECOMMENDATION: It is recommended that the Bureau make arrangements to obtain its gasoline requirements by the use of "A" and "B" books.

Respectfully,



Clifton O. Halter

The Executive Conference, consisting of Messrs. Tolson, Tamm, Clegg, Nichols, Tracy, Quinn Tamm, Ladd, Carson, Kramer, and Glavin, approved the above suggestion.



November 12, 1942

BTF:jm

THE DIRECTOR

The Conference was advised a short while ago of a suggestion made by SAC Dwight Brantley that the practice of sending two copies of criminal records to the field be discontinued.

The Conference recommended that the opinions of the agents in charge at Los Angeles, Cincinnati, Newark, Detroit, San Francisco and Charlotte be secured. This was done with the following result:

One Criminal Record

Los Angeles  
Newark  
Detroit

Two Criminal Records

Cincinnati  
San Francisco  
Charlotte

The matter was then taken up with the Inspectors attending the Inspectors' Conference November 9th and 10th and the Inspectors were unanimously in favor of furnishing the field with one criminal record only.

If approved, there is transmitted herewith a memorandum to the Identification Division instructing that in the future only one criminal record be sent to the Bureau's field offices.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

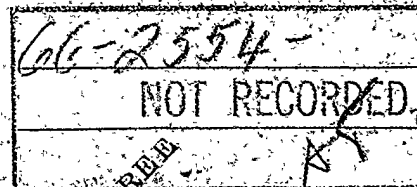
W. E. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/1/82 BY SP5/BJA  
#323013



ORIGINAL FILED IN 66-3711-276

LBN:JS

November 7, 1942

THE DIRECTOR

The Executive Conference considered the matter of sending out the staff Christmas cards as we have in the past three years. The Conference was unanimously in favor of sending out the staff cards.

We send out some 900 each year. A specimen is being prepared at the present time for approval. Attached are copies of the cards used in the last three years. If the Director approves, we will begin working on this immediately.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5CJ/1600

#323013

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Enclosure

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
NOT RECORDED  
FALS ON

KHC:JEW

November 10, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Hince and Quinn Tamm, considered a recommendation made to the Director by Mr. Patrick William McGillis, Bureau employee, that the subject of Nazism be discussed before clerical schools.

The Conference agreed with this idea and felt that the subject of Totalitarianism might be an appropriate one and this would include a brief discussion of the principal aims, objectives and purposes of the Nazis, Fascists and Japs. It was thought inadvisable at this time to include any discussion concerning Communism.

It was believed advisable that 30 minutes be allocated to this subject which would be handled by supervisors of the Security Division. All those present favored this suggestion.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/19/90 BY SP5CJ/bca  
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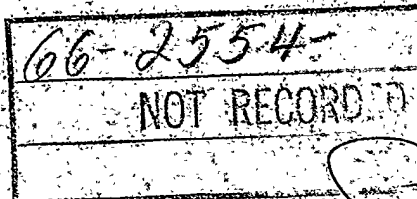
Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen CC - Mr. Glavin  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

INITIALS OF ORIGINAL

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ORIGINAL FILED IN



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y mrw

November 5, 1942

Mr. P. E. Foxworth  
Federal Bureau of Investigation  
U.S. Department of Justice  
607 U.S. Court House Building  
Foley Square  
New York, New York

DECLASSIFIED BY *SP5 CJB/lee*  
ON *9/15/90*  
*#323013*

Dear Mr. Foxworth:

Reference is made to your communication of October 17, 1942, wherein you advise that Special Agent Roy K. McPhail has been designated as an administrative assistant in connection with the Alien Enemy Control desk.

This is to advise you that the Bureau approves this designation at the present time.

Sincerely yours,

John Edgar Hoover  
Director

CC - Mr. Connelley (~~Personal~~ and ~~Confidential~~)  
Note - The Bureau is desirous of your carefully considering this assignment to definitely determine whether it should be continued on a permanent basis.

The Executive Conference approved the designation of agent McPhail as an administrative assistant in connection with the Alien Enemy Control desk at New York City.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

|                 |          |
|-----------------|----------|
| 66-2554-        |          |
| W. R. C. Tolson | RECORDED |
| Secretary       |          |

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hnc:hd

November 3, 1942

MEMORANDUM FOR THE DIRECTOR:

The Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Rosen, Hince, Kramer and Clegg being present, considered the suggestion of SAC Untreiner that the words "Very truly yours" be utilized in signing Bureau letters between Field Offices instead of "Yours truly."

Mr. Untreiner's objection is first that the stenographers frequently write "Very truly yours" as a matter of habit and he also feels that "Yours truly" is abrupt.

Mr. Glavin agreed with Mr. Untreiner and all other members of the Conference were in disagreement. The words "Yours truly" are not believed to be abrupt and the fact that a stenographer sometimes forgets and puts "Very truly yours" should not be any occasion for criticism. Also, since the letters go from one Field Office to another bearing this complimentary close, the Field Offices would not feel that they are being abruptly treated when such a complimentary close is used.

If the majority feeling is approved, Mr. Untreiner is being advised accordingly.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/PLA  
323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

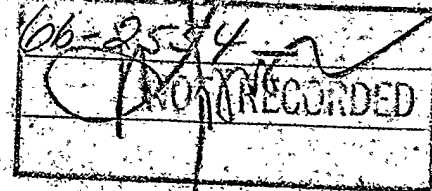
W. R. Glavin  
Secretary

U. S. DEPT. OF JUSTICE

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ORIGINAL FILED IN 66-5055-14

hbc;hd

November 3, 1942

THE DIRECTOR:

The Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Rosen, Hince, Kramer and Clegg being present, considered the suggestion submitted by Mrs. Jean K. Singer of the New York Office that it should be required that the file number of the Field Office typing a report be placed on the top of each page together with the name of the Field Office preparing the report.

This suggestion is based upon the fact that the employee states the last pages in many instances become detached from incoming reports and the reports to which the pages belong cannot be readily located.

Mr. Nichols thought that the suggestion was a good one and that it should be adopted.

Messrs. Glavin, Tracy, E. A. Tamm, Hince, Hendon and Clegg were of the opinion that the amount of time involved would not be properly compensated for if it were required that the name of the office and the file number be written on the top of each page of each report in all Field Offices. If approved a letter is attached to Mrs. Singer.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5CJ/bcr  
#323013

Respectfully,

FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc.. Mr. Glavin  
354

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| NOT RECORDED |

W. R. Glavin

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LBH:FHL

October 5, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Rosen, Hendon, Tracy, Ladd, Carson, Kramer, and Nichols considered the policy set forth in the Director's memorandum of September 29, instructing that arrangements be made for a Bureau official to attend all state and regional police conventions, conferences, and meetings.

The Conference unanimously recommended that the Bureau's representation for the time being be taken from the following names:

Messrs. E. A. Tamm  
H. H. Clegg  
W. R. Glavin  
D. M. Ladd  
L. B. Nichols  
Alex Rosen  
S. J. Tracy  
Thomas F. Baughman  
C. H. Carson  
E. P. Coffey  
R. H. Cunningham  
J. S. Egan  
W. B. Foard  
M. E. Gurnea  
R. T. Harbo  
R. C. Hendon

Messrs. L. A. Hince  
H. M. Kimball  
R. P. Kramer  
A. E. Leonard  
H. H. McCabe  
J. J. McGuire  
Fred McIntyre  
J. K. Mumford  
L. R. Pennington  
J. S. Rogers  
W. C. Shousen  
Roswell Smith  
J. C. Strickland  
Quinn Tamm  
D. L. Traynor  
P. J. Vachs

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bc  
#323013

Respectfully,  
for the Conference

Clyde Tolson, Chairman

CC - Mr. Glavin

|                         |
|-------------------------|
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| W. R. Glavin, Secretary |
| NOT RECORDED            |
| INDEXED                 |
| FILED                   |

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John

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ENC:BG

October 23, 1942

THE DIRECTOR

Re: Graduation Exercises  
FBI National Police Academy  
20th Session

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 L/psc  
#323013

1. It is recommended that a stenotypist be assigned to cover the graduation exercises, and a memorandum for Mr. Glavin is attached for this purpose.

2. It is recommended that Mr. Nichols be designated to handle press relations at the graduation exercises and to prepare such invitations as are desirable to representatives of the press to be present.

3. It is recommended that the following speakers, invited guests and Bureau officials be seated on the platform:

- (1) The Director
- (2) Mr. Edsel Ford
- (3) Senator Head
- (4) General Marshall
- (5) General Marshall's Aide
- (6) Father Lloyd
- (7) Mr. Richard Foster, President of the Graduating Class
- (8) Chief Owens
- (9) Chief Sullivan
- (10) Superintendent Kelly
- (11) Superintendent Kavanaugh
- (12) Chief Relf
- (13) Chief Woods
- (14) Chief Broughton
- (15) Mr. Larry Benson
- (16) General Manuel Benitez y Valdes of Cuba
- (17) Mr. Tolson
- (18) Mr. Clegg

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
There is attached hereto a suggested seating arrangement in the event all of those invited do come.

Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kratoch \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
4. Eight seats in the front row to the left of the speakers' platform are reserved for Mrs. Head, the Senator's wife, and members of his office. Six seats will be reserved in the front row for Mrs. Ford and others.

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25  
NOT RECORDED

INITIALS ON ORIGINAL

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members of his party. Four seats will be reserved in the front rows for Departmental officials informally invited. Ten seats in the front rows will be reserved for Bureau officials other than those on the platform.

5. At the graduation exercises in July, there was a large overflow of Bureau employees and relatives. The seating capacity of the auditorium is 1325. It is recommended that the seats be apportioned as follows:

- |  |            |
|--|------------|
| (a) Graduating Class, Guests and Friends   | 150        |
| (b) New Agents' Training Classes in Washington   | 750        |
| (c) In-Service School which normally would go to Quantico for firearms training on Saturday morning. It is suggested that they go to Quantico after the graduation exercises and that they be permitted to be present. | 50         |
| (d) Bureau Supervisors   | 200        |
| (e) Clerical employees from all divisions except the Identification Division, since the Identification Division was invited last time and they will be invited exclusively to the next graduation exercises.           |            |
|  | <u>475</u> |

1325

There is attached hereto a memorandum to the various division chiefs, for printing and distribution, extending invitations to attend the exercises.

Respectfully,

H. H. Clegg

APPROVED BY THE EXECUTIVE CONFERENCE,  
OCTOBER 22, 1942.

WRG:lrd

November 2, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Carson, Ladd, Nichols, Clegg, Hendon, Kramer, Rosen, Hince, Quinn Tamm, Tracy and Glavin considered a suggestion made by Mr. Clegg to the effect that in Special Agent appointment letters we advise each Special Agent Appointee that it will be necessary for him to sever all business connections had by him if he is to accept a position of Special Agent in our service.

Mr. Clegg pointed out that certain new Special Agents coming in are members of law firms and other businesses who, after they enter on duty in the Bureau, are desirous of retaining these affiliations, it being necessary for the Bureau to issue definite instructions to them at that time that they must sever such affiliations.

The Conference also feels that each Special Agent in Charge should advise all Special Agent applicants interviewed by him concerning this particular matter so that there will be no misunderstanding in the minds of any of these individuals when they enter on duty here.

Subject to the Director's approval there is attached hereto a suggested form letter to the various Special Agents in Charge concerning this matter.

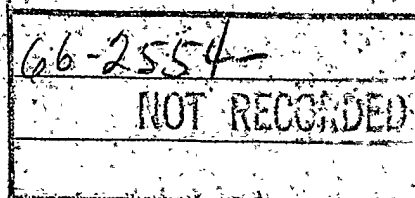
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/15/90 BY SP5CJ/bce  
#323013

Respectfully submitted,  
FOR THE CONFERENCE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



NOV 16 1942  
353

ORIGINAL FILED IN 66-2160-417



HHC:JEW

October 24, 1942

THE DIRECTOR

Occasionally a Special Agent engaged on a special assignment or for other reasons has not been able to complete all the firearms training required and has, therefore, not qualified the required number of times during a particular fiscal year. Subsequently, during the latter part of the year or the early part of the next year, this Special Agent will attend in-service school and will take firearms training at Quantico, at which time he qualifies in the use of all the weapons. In fact, he may qualify two, three or four times with each of the weapons on some occasions, and the question has arisen as to whether or not these qualifying scores should be entered in the records when the only firearms training perhaps taken during the year is that given during in-service training school at Quantico.

Mr. Glavin and Mr. Clegg were of the opinion that the frequency of handling these weapons was one of the most important elements of training and that one or more qualifying scores made at Quantico should automatically be counted as only one of the required rounds for the year. In other words, during the 32 days of firearms training at Quantico, an Agent could qualify only once for the record with each of the firearms.

Messrs. E. A. Tamm, Hince, Nichols, Kramer, Carson, Ladd and Tracy were of the opinion that those who needed to make up qualifying scores for any reason should be permitted to have recorded on their records a qualifying score for each of the days on which he qualified with any one weapon. For example, if he qualified with the rifle on three different days, three qualifying scores would be recorded. If he qualified with the machine gun on two different days, two qualifying scores would be recorded. These gentlemen, however, were opposed to permitting Agents to qualify in advance in the early part of the year; they felt that the above procedure should apply only for make up periods.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy cc - Mr. Glavin

A bulletin will be issued to the field in accordance with the action approved by the Director.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

E. R. Glavin,  
Secretary

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-2554-1

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/11/90 BY SP5C/bee  
#323013

HAG

5 FEB 19 1943

EPC:EGK

January 29, 1943

THE DIRECTOR

*Objective*  
The Conference on January 26, 1943, consisting of Messrs. Tolson, Rosen, Carson, Clegg, Glavin, L. A. Tamm, Quinn Tamm, Coffey, and Mumford, considered the recommendation of Mr. Coffey that a tensile and compression testing machine be purchased for the Laboratory. This machine, which is about four feet long, two feet wide, and seven feet high, weighs approximately one thousand two hundred fifty pounds and costs around \$2,250.00. It performs the function of high precision testing of the breaking point of fibers, cords, steel wire, and the like, and also can be used conversely for determining compression points.

Heretofore when the Bureau's Laboratory had a very occasional case in which the breaking point of an item was concerned, arrangements were made to have such tests done at the Bureau of Standards or elsewhere. Since the war this work has increased considerably and the need for such an instrument now arises five or six times a month. The types of cases to which it has particular application are those wherein steel cable is suspected of having been sabotaged or mooring rope suspected of being cut or, as in one case, where there was a need to test the breaking point of parachute straps in a fatal accident. Mr. Coffey advised that they would have room for the equipment in the additional space being obtained by the Laboratory and that in his opinion it was a very definitely needed item at this time.

Mr. Tolson. The Conference was unanimous in approving that the equipment be  
Mr. E. A. Tamm.  
Mr. Clegg.  
Mr. Glavin. If you concur, specifications are attached hereto for the use of  
Mr. Ladd. The Chief Clerk in placing the order.

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/15/90 BY SP5CJ/K

#323013

Respectfully,

For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554  
NOT RECORDED

9 1943

ORIGINAL FILED IN 80-11-5-8

HHC:JEW

October 24, 1942

THE DIRECTOR

The Executive Conference considered the matter of Bureau credential cards. Because the present credential cards are "loud in appearance" and not of proper size to permit their being retained with proper security, as they do not have the dignity of the former credential cards and as they are too easily lost, Mr. Tolson and Mr. Clegg recommended that the Bureau make use of a credential card of the type formerly used before the present type was employed. Those who preferred the new credentials as presently used were Messrs. Glavin, Tracy, Quinn Tamm, Tamm, Hince, Carson, Rosen and Kramer.

In the event the majority opinion is approved, it was recommended that the Bureau issue the old-type credential carrying case which is larger in dimensions than the present credential card for use by Agents in inserting the present credential card to aid in overcoming the present objections to the present credential card. The appearance of the present credential card in the old carrying case is illustrated in the attached exhibit.

All members of the Conference approved this suggestion in the event the present credential card is continued.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 C/L/bce  
# 323013

Respectfully,  
For the Conference

Glyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen, CC - Mr. Glavin \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson Enclosure \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
NOT RECORDED

U.S. DEPT. OF JUSTICE  
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JUN 24 1942

AR:AI

October 20, 1942

Original cannot be located  
and is not on record. When  
original is received in Files  
it will be filed either  
with this copy or may be given  
a new serial.

19/42 67K

THE DIRECTOR

RE: REPORT OF COMMITTEE ON REORGANIZATION

The Executive Conference subcommittee, consisting of Messrs. Tracy, Rosen and Hendon submitted the recommendations to the Executive Conference. Those in attendance were Messrs. E.A. Tamm, Glavin, Q. Tamm, Nichols, Tracy, Ladd, Rosen, Kramer and Carson.

I. The Committee recommended that the Identification Division, now known as Division One, be divided into separate divisions:

1. Identification Division, to be known as Division One
2. Laboratory, to be known as Division Seven

This was unanimously approved by all in attendance.

II. It was unanimously approved that the Committee's recommendation that an Assistant Director be in charge of each of the proposed divisions be adopted.

III. The Committee recommended that the Identification Division mail room be transferred to Division Four, inasmuch as the functions of this unit or section are identical to those presently being performed in the mail room of the Communications Section now in Division Four. To maintain the mail room in the Identification Division is a duplication of effort, and the change will result in handling all mail of the Identification Division through a central unit, insuring dispatch, coordination of activities, and the avoidance of the creation of a complete mailing unit in the Army, in the event the Identification Division is moved to that point. The necessary personnel adjustments would be made.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

IV. The following recommendations were considered concerning the Laboratory:

That the Laboratory be transferred from the Administrative Division to the Investigative Division for the following reasons:

NOV 10 1942

1. That the Laboratory is primarily an investigative function, in that it examines and prepares evidence for use in cases pending in the Bureau
2. That the bulk of its work at this time is channelized in national defense examinations.
3. That the investigative function which it performs is so closely correlated with the investigative activity in each case that its functions should be supervised, guided and so controlled that it will best perform its function to supplement the actual investigations in the field.
4. That policy problems arising are currently of primary interest to the investigative division.
5. That through the closer coordination which could be achieved by this move, more rapid advances would be made in research projects.

Those in favor of this recommendation are Messrs. E. A. Tamm, Hendon, Rosen, Quinn Tamm, Ladd, Kramer, and Carson.

Those in favor of retaining the Laboratory under the jurisdiction of the Administrative Division are Messrs. Tracy, Glavin, and Nichols. Their reasons are as follows:

1. Mr. Tracy is of the opinion that the Laboratory is an administrative function.
2. That its purpose is in the nature of a service only to the various investigative functions and therefore as a service unit is an administrative function. These opposed desire to point out that a scientific or service unit or any unit engaged to a large extent in research is more soundly administered if independent from the unit or organization it serves.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

#### **Photographic Unit - Laboratory**

The Subcommittee unanimously recommended that there be removed from the jurisdiction of the Laboratory all photographic work except that which is purely technical, scientific or evidentiary in type and incidental to a specific examination being made by Laboratory technicians. That photographic work other than that described below be transferred to the Photographic Unit presently in Divi-



sion Four, and that the necessary personnel and equipment transfer be made incidental thereto. In reaching this conclusion, the Subcommittee pointed out that photographic work of the Bureau is primarily divided into two functions or types of activity:

1. Commercial or mechanical functions
2. Evidentiary or technical functions.

Listed are the items within the groups pointed out in 1 and 2 above:

Commercial or Mechanical

1. Enlargements
2. Reproductions
3. Maintenance of Bureau motion picture file and equipment
4. Furnishing of personnel for projection of motion pictures with speeches, meetings, etc.
5. Color photographic reproductions
6. Training films

Evidentiary or Technical

1. Infrared photography
2. Microscopic photography
3. Such photography as is necessary in developing each stage of a technical examination

With reference to the above, Messrs. Tracy, Rosen, Glavin, Nichols and Hendon are in favor of adopting the recommendations in toto, including the furnishing of a dark room for the exclusive use of the Laboratory. All research phases of color or other photographic work should be retained in the Laboratory, and all mechanical phases of photography are to be handled by Division Four; that all other Bureau photographic equipment be made available to the Laboratory as may be desired or needed from time to time.

The following members of the Executive Conference are in favor of the Committee's recommendation, with the exception noted: Messrs. E. A. Tamm, Ladd, Kramer, Carson and Quinn Tamm. The exception is as follows: That color photographic reproductions be retained under the supervision of the Laboratory as it is an evidentiary or technical phase of the Laboratory work.

3. Radio Section

The Radio Section of the Laboratory presently operates 5 types of radio activities, i.e.:

1. Insular network
2. Continental network
3. Confidential or SIS network
4. Monitoring
5. Research (the adaptation of all facilities available in connection with radio activity to practical use as investigative aids.)

In addition, the Radio Section trains radio operators, assists the Training Division in training agents assigned to the field, and performs the necessary engineering work incident to the installation of various radio stations and activities. The subcommittee recommendation that all functions of the Radio Section, when they have reached a communications stage, be transferred to the Communications Unit in Division Four, is approved by Messrs. Glavin, Nichols, Tracy, Rosen, Hendon and Quinn Tamm for the following reasons:

1. It is believed that the Communications Section performs a function dissimilar from the function presently performed by the Radio Section. Under the Communications Section we have the recognized facilities of:

1. Teletype
2. Telephone
3. Telegraph
4. Telemeter

These are established avenues of communication, the function of which requires no special knowledge; that the Communications Section should serve all divisions of the Bureau in the transmission of communications falling within the above classifications.

2. That these lines of communication should be supplemented after development occurs to enlarge the Communications Section to a point where it better serves the Bureau.
3. It is believed that no special knowledge of an engineering nature is needed to perform any of the present functions of the Communications Section as it now exists.



4. That such features of radio transmission be added to the present function of the Communications Section as to increase its efficiency.
5. That therefore the continental and insular networks which have now in it believed reached a stage where they are strictly a communications function be transferred to the Communications Section.
6. That personnel and delegated duties be transferred to the Communications Section.
7. These in favor of the transfer point out that the continental and insular networks have started sending regular official communications by radio between offices and that this traffic will continue to increase and should be coordinated by the same unit having charge of the Bureau's teletype messages.
8. The confidential network, SIS, has not reached a point where it is believed desirable to transfer its function to the proposed Communications Section.
9. The monitoring of radio stations should not be transferred to the Communications Section.
10. No research should be transferred to the Communications Section.
11. It is also pointed out that the purpose of our radio communications system is to insure transmission should any of the other facilities break down. Consequently, for continuous and smooth operation, all facilities should be under the same supervision. This will affect a saving, it is believed.

Those opposed to the above recommendation are Messrs. I. A. Tamm, Quinn Tamm, Ladd, Kramer, and Carson, the reasons being that although the suggestion is sound, we have not as yet reached a point where our radio work can be transferred. These opposed state that our radio facilities are still in an engineering stage. Mr. Ladd states that:

"Because of certain overlapping duties, no analogy can be drawn between the Bureau's radio work and its teletype work; that in the handling of the teletype work of the Bureau, the only function which the Bureau serves is strictly clerical. The Bureau operator turns the switch on, does the typing, and that is the extent of his responsibility. At that point, the engineers of the American Telephone and Telegraph Company take over the technical and engineering phases of the teletype work."

"In the operation of the Bureau's radio network, however, the Bureau has the full responsibility for all the technical and engineering phases. At the present time, all the radio messages being sent out from the Bureau clear through the Communications Section for administrative purposes, and it is believed that this should continue. After clearing through the Communications Section, however, the operations of the radio network in sending these messages are too technical and involved for many engineering problems to be able to remove them from the engineering field in the Laboratory and place them under the Communications Section. Any breakdown in the circuit, the technical decision as to particular antenna network that should be used in sending particular messages, and such other technical problems as arise from time to time are all engineering problems and not problems the layman could handle.

"From an operational standpoint the various radio operators at the stations at Walderf and Clinton, Maryland, are changed. One day they may be sending messages, and on another day they may be monitoring messages. To put the radio circuits under the Communications Section and leave the monitoring in the Laboratory would mean that a difficult administrative problem would arise in switching these operators from one type of work to the other and would constitute a terribly unwieldy administrative problem."

Those in favor point out that the present Communications Section handles teletypes and the coding of such teletypes or telegrams as may be sent in code. The Laboratory staff does the clerical work incident to coding and decoding radio messages, and it is felt this work should be in the same unit or division. The teletype operators in Division Four and the radio operators engaged in the transmission of radio messages are doing essentially the same type of work and should be in the same unit or division.

## V. TRAINING

The following types of training are conducted in the Laboratory, in addition to clerical training:

1. Laboratory technicians - Meet about 2 hours per week for one year. Photographic training - 5 days
2. Document Examiners - Series of 25 handwriting tests. Class instruction one hour per day for 3 days per week.
3. Cryptographers - Daily classes in cryptanalysis. Daily language classes
4. Firearms Examiners - technical studies and review of documentary material
5. Chemists - Study of documentary material and assignment problems
6. Radio Personnel - Preliminary selection code class for applicants. Advanced code class - 2 months duration. School of orientation and study of radio textbooks.
7. Technical Schools
8. Sound schools for specialized training of Special Agents
9. Lock instruction for Special Agent personnel

The Committee recommended that the training of new operators upon their assignment to the Radio Division, which relates to the rules and regulations of the Bureau, conduct, instructions in administrative matters such as travel vouchers, annual and sick leave, and elementary radio subjects, be under the supervision of the Training Division.

It is not possible for the Training Division to take over this phase of instruction due to limitations of space and the present various locations of the Training Division. It is not practical at this time to do so; however it is recommended that when this condition is changed, the Training Division take this phase of the program over.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

F. B. Glavin  
Secretary

SHC:BG

October 31, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 C/16 C  
#323013

THE DIRECTOR

RE: PUBLICATION OF FBI NPA DIRECTORY

The Executive Conference considered the desirability of publishing a Directory of the graduates of the FBI National Police Academy at this time.

Messrs. E. A. Tamm, Quinn Tamm, Tracy, Ladd, Kramer, Hince, Glavin and Clegg recommended that the Directory be published with the following provisions:

(a) That the graduates of the FBI National Police Academy who are in the Army, the Navy and other branches of the armed services be listed by name, with the name of the department which such graduate represented or with which he was most recently connected when he departed for military service, and that by an asterisk and a footnote it be indicated that the graduates whose names were marked with an asterisk were in the armed services of the country.

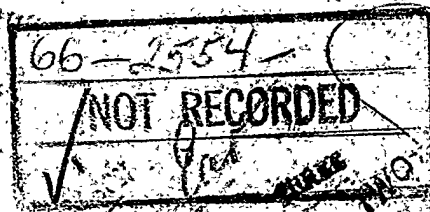
(b) That those graduates of the FBI National Police Academy who are listed in private industry for plants as police guards or who are privately employed outside the field of law enforcement should be listed in the Directory, and that these individuals should be indicated by two asterisks and a footnote showing that they are no longer officially connected with a municipal, county or state law enforcement agency.

(c) That those Special Employee-Agents of the FBI who were graduates of the FBI National Police Academy should be listed since they are still in law enforcement, that there be shown what departments they originally represented or with which they were most recently connected if they had changed to another department for any reason, and also be shown parenthetically that they were for the duration Special Employee-Agents of the FBI.

(d) That those graduates who have been guilty of serious misconduct of such a type as would make it undesirable for their names to be printed as graduates should be eliminated from the list of graduates. These individual cases would be acted upon separately by the Executive Conference and recommendations made to the Director concerning the elimination of those guilty of such misconduct.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc-Mr. Glavin



ORIGINAL FILED IN 1-35-11

Mem. for Director

Page 2

Those opposed were Messrs. Rosen, Carson, Hendon, Nichols and Tolson. Those opposed pointed toward the complicated nature of the listings and the fact that if the Directory showed graduates working for the FBI, other graduates would immediately seek to become connected with the Bureau.

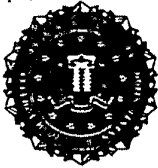
Those favoring the publication, as above suggested, felt that the names of all those in good standing should be listed since the Bureau had aided many of them in getting positions in the Army, the Navy and with industrial plants, and that their names should be listed as graduates so that the Directory would serve as a true roll of the graduates of the Academy with the exception of those whose conduct had been so unbecoming as to justify their elimination.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

JOHN EDGAR HOOVER  
DIRECTOR



AR:AI

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

October 7, 1942

MEMORANDUM FOR *Mr. Rosen* *R*  
~~THE DIRECTOR~~

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*Ext. long. memo  
prepared on all  
except training phases.*

Re: REPORT OF COMMITTEE ON REORGANIZATION

DIVISION ONE - IDENTIFICATION DIVISION

*Training phases  
covered in subsequent  
memos R.*

The Executive Conference Subcommittee, consisting of Messrs. Hendon, Rosen and Tracy, unanimously recommends with reference to a reorganization of Division One as follows:

1. That the Identification Division, now known as Division One, be divided into separate divisions:

1. Identification Division
2. Laboratory

It is recommended that an Assistant Director be in charge of each of the proposed divisions.

With reference to the Identification Division, it is recommended that the unit or section known as the "Mail Room," be transferred to Division Four, inasmuch as the functions of this unit or section are identical to those being performed in the Mail Room of the Communications Section now in Division Four.

With reference to the Laboratory, the following recommendations are made:

1. Messrs. Hendon and Rosen recommend the Laboratory be transferred from the Administrative Division to the Investigative Division of the Bureau for the following reasons: That the Laboratory is primarily an investigative function in that it examines and prepares evidence for use in cases pending in the Bureau; that the bulk of its work at this time is channelized to national defense examinations; that the investigative function which it performs is so closely correlated with the investigative activity in each case that its function should be supervised, guided and so controlled that it will best perform its function to supplement the actual investigations in the field. Policy problems arising are currently of primary interest to the investigative divisions. It is further felt that through the closer coordination which would be achieved by this move, more rapid advance will be made in research projects.



gl  
Hick  
Jury

Mr. Tracy is of the opinion that the Laboratory is an administrative function; that its purpose is in the nature of a service only to the various investigative functions, and therefore as a service unit, is an administrative function.

#### Photographic Unit - Laboratory

The Subcommittee unanimously recommends that there be removed from the Laboratory all photographic work, except that which is purely technical, scientific, or evidentiary in type, and incidental to a specific examination being made by Laboratory technicians; that all photographic work other than that described be transferred to the Photographic Unit presently in Division Four, and that the necessary personnel and equipment transfer be made incidental thereto. In reaching this conclusion, we have divided the photographic work of the Bureau into two functions:

1. Commercial or mechanical functions, and
2. Evidentiary or technical functions

Listed are the items within the groups listed above:

#### Commercial or mechanical

gl Hick Jury

Enlargements  
Reproductions  
Maintenance of Bureau motion picture file and equipment  
Furnishing of personnel for projection of motion pictures with speeches and meetings, etc.  
Color photographic reproductions  
Training films

#### Evidentiary or technical

Infrared photography  
Microscopic photography  
Such photography as is necessary in developing each stage of a technical examination

1 dh room for Lab

1 large camera

Subsequent recommendations are being made to eliminate the present duplication of effort brought about by the location of the Cartographic Section in Division Three, Photographic Unit in Division Four, and the above photographic activities in Division One. The Committee further recommends that all Bureau photographic equipment be made available to the Laboratory as may be desired or needed from time to time.

#### Radio Section

The Radio Section of the Laboratory presently operates five types of radio activities, i.e.:



1. Insular network
2. Continental network
3. Confidential or SIS network
4. Monitoring
5. Research (the adaptation of all facilities available in connection with radio activity to practical use as investigative aids)

In addition, the Radio Section trains radio operators, assists the Training Division in training Agents assigned to the field, and performs the necessary engineering work incident to the installation of the various radio stations and activities.

It is unanimously agreed that all functions of the Radio Section, when they have reached a communications stage, be transferred to the Communications Unit, presently in Division Four. It is believed that the Communications Section performs a function dissimilar from the function presently performed by the Radio Section. Under the Communications Section we have the recognized facilities of:

1. Teletype
2. Telephone
3. Telegraph
4. Telemeter

These are established avenues of communication, the function of which requires no special knowledge. The Committee recognizes that the Communications Section should serve all divisions of the Bureau in the transmission of communications falling within the above classifications. These lines of communication should be supplemented as the development occurs, to enlarge the Communications Section to a point where it better serves the Bureau. Recognizing that no special knowledge of an engineering nature is needed to perform any of the present functions of the Communications Section as it now exists, it is the Committee's recommendation that such features of radio transmission be added to the present function of the Communications Section, so as to increase its efficiency.

The continental and insular networks have now reached a stage where they are strictly a communications function. Its personnel and delegated duties can well be transferred to the Communications Section. It is therefore recommended that the continental and insular networks be transferred to the Communications Section.

The confidential network, SIS, has not reached a point where it is believed desirable to transfer its function to the proposed Communications Section.

It is recognized that the purpose of our radio communications system is to insure transmission should any one of the other facilities break down. Consequently, for continuous and smooth operation, all such facilities should be under the same supervision. It is further pointed out there will be a saving of expense, in that the present Communications Section in Division Four operates a teletype unit and at the same time the Laboratory operates a teletype unit, which functions should be logically combined.

Recapitulation (Radio Section)

W. H. - Glass - 4.7 am  
- Kinner - 11:45  
- Carson - 12:15  
- Tamm - 12:30

It is believed that the technical installation and maintenance of the radio stations should be retained in the Laboratory, but that after a station is ready to be on an operational basis, its work becomes a straight communication function, and that the facility and personnel thereof should be under the Communications Section, to supplement its present facilities, which include teletype, telephone, telegraph and telemeter. It is therefore recommended that all functions of radio work be retained in the Laboratory except the continental network and the insular network.

Sound copy but

Chamfering Unit

The Committee recommends that for reasons of security, the present Chamfering work being conducted for the Washington Field Office in the Laboratory should be handled by the Washington Field Office.

other Appr

Ext. Cont  
Memo  
prepared  
R

Training

The following types of training are conducted in the Laboratory, in addition to clerical training:

1. Laboratory technicians - Moot court 2 hours per week for one year. Photographic training - 5 days
2. Document Examiners - Series of 25 handwriting tests. Class instruction one hour per day for 3 days per week.
3. Cryptographers - Daily classes in cryptanalysis. Daily language classes
4. Firearms Examiners - technical studies and review of documentary material
5. Chemists - Study of documentary material and assignment problems

6. Radio personnel - Preliminary selective code class for applicants. Advanced code class - 2 months duration. School of orientation and study of radio textbooks.
7. Technical Schools
8. Sound schools for specialized training of Special Agents
9. Lock instruction for Special Agent personnel

The Committee unanimously recommends that the sound schools and instruction in locks be transferred to the Training Division.

The Committee unanimously recommends that the training of new radio operators upon their assignment to the Radio Division be handled by the Training Division. The instruction given covers rules and regulations of the Bureau, conduct, instruction in administrative matters such as travel, vouchers, annual and sick leave, and elementary radio subjects.

With reference to moot court instruction given to all Laboratory Technicians and scientists, etc., the Committee unanimously is of the opinion this training should be given by the Training Division; that, however, due to limitations of space and the present various locations of the Training Division, it is not practical at this time. When it is possible for the Training Division to take over this phase of instruction, it is recommended it do so.

#### CONCLUSION

1. Division One should be known as the Identification Division under an Assistant Director.
2. The Laboratory should be known as Division Seven, in charge of an Assistant Director, and transferred to the Investigative Division, with the exceptions noted.
3. All photographic functions of the Bureau should be coordinated and centralized in one unit in the Administrative Division.
4. The chamfering functions performed by the Bureau for the Washington Field Office should be transferred to the Washington Field Office.

- 6 -

5. All training of personnel should be delegated to the Training Division with the exceptions noted.

Respectfully,

  
R. C. Hendon

  
S. J. Tracy

  
A. Rosen

October 13, 1942

SJT:jm

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 L/B  
# 323013

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Nichols, Rosen, Quinn Tamm, Kramer and Tracy, was advised by Mr. Tracy of three announcements emanating from George Washington University announcing courses in:

(1) Cryptanalysis

Instructor - Francis R. Preveden, Ph.D.

Beginning September 28, 1942 - three hours weekly.

(2) Scientific Examination of Forged Documents, Handwriting, and Typewriting

Instructor - Ira N. Gullickson, Chief Document Examiner  
(Metropolitan Police Department)

Beginning October 13, 1942 - three hours weekly.

(3) Sociology (Housing, Health, Transportation, Finances)

Instructor - Dr. James A. Nolan

Beginning October 13, 1942 - three hours weekly.

(4) Fingerprinting

Instructor - L. Portegas (from New York - presently employed  
Navy Fingerprint Bureau) - title F.P.E.

Beginning September, 1942.

The Conference was also advised of the request of George Washington University for Mr. James D. Powell of the Bureau's Laboratory to teach Spanish, also of the request from George Washington for Mr. Bertie Nelson of the Fingerprint Technical Section to work part time as a student instructor at George Washington in zoology.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

With reference to the subject of representatives on university staffs, the Conference was unanimously of the opinion that the Bureau should accept invitations to place its employees on the staffs of recognized universities, that in the instances above cited it would have been better for the Bureau to have handled these courses in fingerprinting, cryptanalysis, and document identification.

INITIALS ON ORIGINAL

The Conference pointed out that courses of this type will be given regardless particularly during the war emergency period and that it will be better for the FBI to get credit for the instruction. It was felt by

66-2554-  
NOT RECORDED

Memo for the Director

Page 2

the Conference that the Bureau's participation in the university and college field as well as in the scientific and technical society field is desirable.

If the views of the Conference are approved, specific recommendations will be made with reference to carrying the policy into effect.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

EPC:AF

October 12, 1942

MR. TRACY

Re: Wading River

Mr. Pfafman studied the various problems presented by the fluctuating electric power supply to the Wading River transmitter. He discussed all angles of the problem with Mr. Donegan. It boils down to electric correction to be effected in one of two ways; either by having the power company place a transformer right up on the property or by providing a new auxiliary power generator. Mr. Donegan is desirous of avoiding the necessity of taking the power company into his confidence, if possible, and it is the distinct preference of the New York office to solve the problem with the motor generator. Mr. Pfafman is of the opinion that this latter solution is quite feasible.

Accordingly, arrangements will be made for providing the New York office with the necessary motor generator.

Respectfully,

E. P. Coffey.

Tolson

E. A. Tamm

Clegg

Glavin

Ladd

Nichols

Rosen

Tracy

Garson

Coffey

Hendon

Kramer

McGuire

Quinn Tamm

Nease

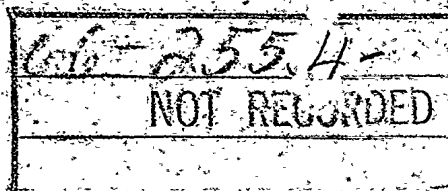
s. Jandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5/BJC

# 323013



ORIGINAL FILED IN

80-642-2886



~~CONFIDENTIAL~~

PAL:ECK

October 26, 1942

MR. TRACY

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE.

Classified by *SP-1/13*  
Declassify on: OADR 9/24/90

Reference is made to the attached radiogram from the Juneau Field Division dated October 20, 1942, being number 283, advising that [code books and cipher pads] are kept in the safe at the radio station at the Juneau Field Division.

On October 16, 1942, Special Agent in Charge Nathan of the San Diego Field Division called Mr. Martin to advise whether or not it would be satisfactory for the San Diego Field Division to obtain a small safe to be placed in the radio station so that the [C code book and cipher pads] could be kept at the station in order that the radio operators themselves could [encode or decode] messages which are being handled. Mr. Nathan pointed out that the messages were particularly heavy during the night when he had only one clerk on duty and that the radio operators at the radio station could spare sufficient time to handle a large portion of the [encoding and decoding] of messages.

The Miami Field Division previously requested a similar arrangement for the radio station within their Field Division, and the matter has been brought up informally a number of times by other Special Agents in Charge of offices at which radio stations are located.

The only advantage to be gained, of course, by having the [code book and cipher pads] located at the radio station is that the radio operators, if they are not too busy, can [encode and decode] messages, relieving the field office of this clerical duty. The principal disadvantage is the loss of some part of the security to the Bureau's [code and cipher system, the code books and pads] being undoubtedly less secure at the radio station than they would be in the field office.

Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
ACTION: It is requested that the Bureau set a definite policy in this regard in order that they may be uniform throughout the field.

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,

66-2554-  
NOT RECORDED

11/12/42 It was agreed at the Executive Conference that the Bureau's ["C" Code book] should be kept in Bureau Field Offices only and that they should not be kept at radio stations.

INITIALS ON ORIGINAL

~~CONFIDENTIAL~~

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ORIGINAL FILED IN

132  
EAT:DC

October 14, 1942

THE DIRECTOR

The Executive Conference has considered the question submitted by Mr. Holtzoff as to whether the FBI should undertake to conduct investigations for all of the Government agencies of their potential personnel. The Conference is unanimously of the opinion that it would be impossible for the FBI to handle such a volume of work, and accordingly recommends that Mr. Holtzoff be advised that the Bureau's position is as follows:

(1) The Civil Service Commission is the logical agency to conduct investigation of the character, reputation and qualifications of potential employees of the Federal Government, particularly those agencies not having presently an adequate staffed investigative agency with which to conduct investigations of its own personnel.

(2) When the Civil Service Commission or the existing investigative agency of any governmental department develops information indicating that a present or potential employee of the Federal Government is engaged in subversive activities the investigation should be discontinued and all facts, information and reports turned over to the Federal Bureau of Investigation for appropriate investigation of the subversive aspects of the matter. The FBI will then conduct the investigation of the subversive activities and submit an appropriate report to the interested agencies of the Government.

If you approve this position, Mr. Holtzoff will be so advised.

Respectfully,

for the

FEDERAL BUREAU OF INVESTIGATION

NOV 6 1942

U. S. DEPARTMENT OF JUSTICE

Clyde Tolson, Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_ ALL INFORMATION CONTAINED

Mr. Carson \_\_\_\_\_ HEREIN IS UNCLASSIFIED

Mr. Coffey \_\_\_\_\_ DATE 7/25/90 BY SP5CJ/bca

Mr. Hendon \_\_\_\_\_ #323013

Mr. Kramer \_\_\_\_\_ J. L. Glavin, secretary

Mr. McGuire \_\_\_\_\_ ADDENDUM: 10/16/42 3:05 P. M. At this time I telephonically submitted the above information to Judge Holtzoff. He indicated that he considered this an appropriate solution of the matter and stated he would be guided by the position of the Bureau as above indicated.

Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

PJT

ORIGINAL FILE IN 100-371111-100

LAN:EDM

October 23, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Glavin, Clegg, Ladd, Rosen, Tracy, Nichols, Carson, and Hince, considered the problem which members of In-Service Schools have in obtaining dinner between 6:00 and 7:00 P. M.

It has been observed that In-Service Schools, when recessed at 6:00 P. M. for dinner, find that it takes approximately five minutes to get out of the building, ten minutes to get to a restaurant, and similarly a total of fifteen minutes to return to the building. This leaves approximately thirty minutes in which to find a table at a restaurant, to order dinner and to have the meal. Because of the insistence of the Training Division that classes return promptly, no lee-way whatever being permitted for tardiness, members of In-Service Schools have suggested that the dinner hour be extended.

The Conference unanimously recommends that with the inauguration of the new series of In-Service Schools the dinner hour be expanded to one and one-half hours in the interests of the health of the members of the In-Service men so that they will not have to eat hurriedly. Consideration has been given to the possibility of extending the classes later than 9:00 O'clock in the evening. The Conference felt, however, that the school day from 9:00 A. M. to 9:00 P. M. is a maximum beyond which instructional work should not go, keeping in mind the capacity of the students to profit by the instruction.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5CJ/lbce  
#323013

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

50 DEC 2 1942

354

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*[Handwritten signature]*

ORIGINAL FILED IN 100-7743

HHC:EC

October 12, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Hendon, Ladd, Kramer, Carson, and Clegg, considered the inquiry of Special Agent in Charge Guinane of Birmingham about the mechanics of posting the contacts made with the sources of information.

There are over 3,000 Source of Information cards in the Birmingham Office. If each of them are to have recorded in each instance the date on which the contacts are made, it will require a great deal of effort.

Since these Source of Information cards serve a purpose quite similar to a city directory, the value of frequent contacts is not significant, and it is therefore recommended that the listing of the dates of contacts with these sources of information be no longer required. If this is approved, Mr. Guinane is being advised accordingly and the manuals will be changed to this effect.

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HEREIN IS UNCLASSIFIED

DATE 9/15/98 BY SP5CJ/bce  
#323813

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

E. E. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment

cc - Mr. Glavin

NOV 27 1942

66-2524  
NOT RECORDED

ORIGINAL FILED IN 66-2524-21

JOHN EDGAR HOOVER  
DIRECTOR



RHL:FG

**Federal Bureau of Investigation  
United States Department of Justice**

**Washington, D. C.**

October 31, 1942

GC-287

Mr. Tolson ☒  
Mr. E.A. Tamm ☒  
Mr. Clegg ☒  
Mr. Glavin ☒  
Mr. Ladd ☒  
Mr. Nichols ☒  
Mr. Rosen ☒  
Mr. Tracy ☒  
Mr. Carson ☒  
Mr. Coffey ☒  
Mr. Hendon ☒  
Mr. Kramer ☒  
Mr. McGuire ☒  
Mr. Harbo ☒  
Mr. Quinn Tamm ☒  
Tele. Room ☒

**MEMORANDUM FOR MR. TOLSON**

Mr. Matchett, Assistant General Agent in the Department, has informed me that the Treasury Department has requested the opinion of the Attorney General as to the advisability of paying employees of the Department of Justice in grade Caf 4 and below in cash rather than by check. Mr. Matchett stated that he had given this considerable thought and that in his opinion there were many arguments against it. The suggestion arises from the statements made by the President at the time that he approved the staggering of pay days in the various departments and stated that he desired that the Treasury Department also consider paying the lower paid employees in cash due to the difficulty they are experiencing in getting checks cashed.

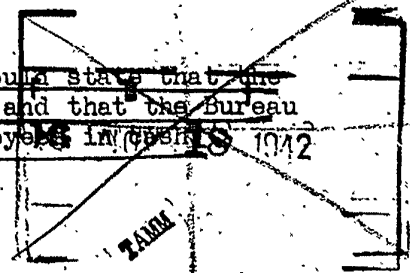
I discussed this matter with Mr. Glavin and we each feel that this would not be a good procedure. In the first place it would be necessary for each employee falling within the group to personally appear at some central payroll location to receive his pay in cash and sign a receipt therefor. This procedure would consume a considerable amount of time and would result in the loss of many man hours of work. According to Mr. Matchett, a representative of the Treasury Department would appear at a certain stipulated time and if for any reason an employee was unable to be at the payroll office at the time that the Treasury Department representative was there, his pay in cash would be taken back to the Treasury and a check issued. This procedure would consume several days in all probability with the result that the employee would receive his pay several days late. There is a very definite question as to whether the Treasury Department would send over a paymaster for each of the three shifts worked by Bureau employees. Obviously persons on the midnight shift could not be expected to appear at the payroll office at 2:00 in the afternoon to receive their pay. It is furthermore pointed out that persons working on the night shift getting off at 11:30 P.M., if paid in cash, would be carrying a large amount of cash and in all probability there would be purse snatchings or other occurrences whereby the employees lost their pay. Should a check be lost at the present time, it can be re-issued without any loss to the employee involved.

Accordingly, I advised Mr. Matchett that he could state that the matter had been discussed informally with the Bureau and that the Bureau was not in favor of the procedure of paying the employees in cash.



Respectfully,

R. H. Laughlin



Addendum

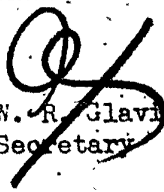
November 11, 1942

WRG:lrd

I discussed this matter at the Executive Conference and those in attendance agreed with the comments of Mr. Laughlin.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

  
W. R. Glavin  
Secretary

EAT:DS

October 26, 1942

THE DIRECTOR

0  
The Executive Conference considered an inquiry originating in the Crime Statistics Section as to the propriety of recording as Bureau accomplishments statistics involving cases investigated by the Bureau but in which the subjects are tried and sentenced by Military Commissions or court martials. The Conference is of the unanimous opinion that in all cases in which the Bureau conducts the investigation resulting in the trial and conviction of subjects by a Military Commission or court-martial, the statistics should be recorded in the Bureau accomplishments under an appropriate heading indicating that the cases were investigated by the Bureau but tried in military courts. The statistics should include convictions, sentences, fines, etc.

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DATE 9/15/90 BY SP5 CJB

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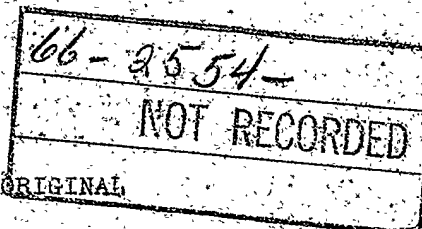
Respectfully,  
For the Conference

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

INITIALS ON ORIGINAL



ORIGINAL FILED IN 98-10743



ORIGINAL NO STAMP

AS:JSF

October 5, 1942

THE DIRECTOR

Re: WAR FRAUD MATTERS

The Executive Conference considered and approved the attached bulletin with reference to the procedure in handling War Fraud matters.

It outlines to the Field the methods of handling complaints and the approved policy with reference to this type of investigation.

Those in attendance were Messrs. E. A. Tamm, Ladd, Glavin, Q. Tamm, Hendon, Carson, Kramer, Nichols, and Rosen.

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HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 C/BCA  
#323013

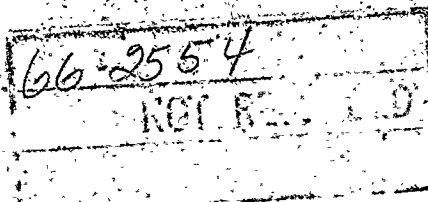
Respectfully,  
For the Conference

Clyde Tolson  
Chairman

V. E. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg Attachment  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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337



LAH:EEM

October 23, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5CJ/bca  
323073

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Clegg, Carson, Rosen, Nichols, Ladd, Tracy and Hince, considered the information furnished by the Manager of the Atlantic Life Insurance Company, Mr. W. N. McCord, who desired to solicit the sale of life insurance to Bureau Agents.

This company has recently reduced its rates for Bureau Agents to the standard rates and is one of several companies now offering standard rates. Mr. McCord desired to obtain the names and addresses of Bureau Agents so that he might send letters to them. McCord had already been informed by Mr. Hince that this could not be done and the reasons had been explained to Mr. McCord. He stated he could understand the Bureau's position. The Conference unanimously agreed that the names and addresses should not be furnished.

Mr. McCord inquired whether it would be possible to deliver a group of circulars to the Training Division for distribution to members of the training classes and to Agents in the Field. Mr. McCord was informed that although he could send the circulars if he so desired, distribution could not be guaranteed and certainly no distribution would be made by the Bureau from Washington. McCord proposed sending a group of circulars which might be placed on a table or a bulletin placed on the bulletin board informing the Agents of the availability of the standard rate through the Atlantic Life Insurance Company. The Conference was also of the opinion that there would be no objection to the placing of circulars on a table. This would mean that the circulars would not be addressed to the Agents individually but addressed in blank to the employees of the FBI.

The Bureau has already in a separate bulletin informed the Field of standard rates through this insurance company as well as other companies.

RECOMMENDATIONS:

- Mr. Tolson 1. The names and addresses of Bureau employees should not be furnished to  
Mr. E. A. Tamm the Atlantic Life Insurance Company for their mailing list purposes.  
Mr. Clegg 2. If the Insurance Company delivers a group of circulars to the office there  
Mr. Glavin will be no objection to having them placed on a table.  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin,  
Secretary

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-4182-657

LBH:WGR

October 22, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Clegg, Glavin, Hince, Carson, Ladd, Rosen, Tracy, E. A. Tamm, and Nichols, considered the suggestion made by Mr. Nichols that Messrs. Strebig of the AP, Hullen of the UP, and Oliver McKee of the Star be invited to attend the National Police Academy banquet next Wednesday as guests of the Bureau. It was pointed out that the program for the banquet was quite unusual and Lank Leonard and the Cuban officials would be present.

Messrs. E. A. Tamm, Rosen, Ladd, and Glavin were opposed to extending such invitations to these individuals on the basis that if we extended invitations to one we should do so to all other papers in town.

The other members of the Conference were unanimously in favor of extending the invitations since these are the three representatives of the press who are closest to the Bureau and the invitations would be extended on a personal basis, which it is believed would negative any questions in the future.

Mr. Tolson also approved the invitations to the above individuals.

INS is not included inasmuch as a regular representative of INS does not cover the Bureau continuously.

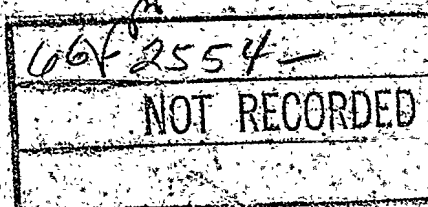
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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HEREIN IS UNCLASSIFIED  
DATE 9/13/90 BY SP5 C/L/K  
#323013

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



ORIGINAL FILED IN 100-1-4-5

HEC:EC

October 14, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Hendon, Ladd, Kramer, Clegg, and Clegg, recommends that for the Twenty-first Session of the National Police Academy convening on January 4, 1943, the counselors be as follows:

Experienced counselor - Special Agent G. H. Franklin.

Inexperienced counselor - Special Agent John J. Horgan, or, his alternate in the event he is unavailable, Special Agent Tullis D. Easterling.

Respectfully,  
For the Conference,

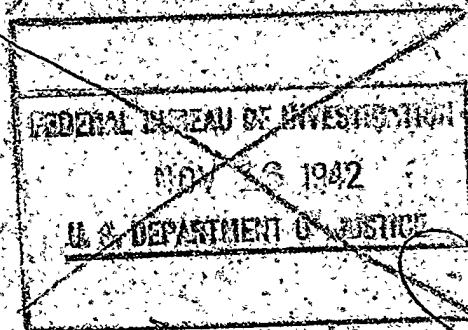
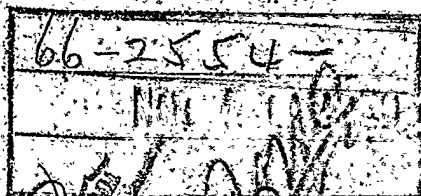
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/13/90 BY SP5 CIP/60  
#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_ cc - Mr. Glavin  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



357  
NOV 25 1942

ORIGINAL FILED IN 1-4-5-101

HHC:EC

October 14, 1942

SAC, Huntington

RE: FBI NATIONAL POLICE ACADEMY

Dear Sir:

With reference to your suggestion that the Wheeling, West Virginia, Police Department be put on an alternate list, and that the Brooke County, West Virginia, Sheriff's Office be put on the list to attend the next session of the FBI National Police Academy, you are advised that due to the size of the representative law enforcement organizations it is believed it is more advantageous for the Wheeling, West Virginia, Police Department to be given priority. However, at your suggestion the Brooke County Sheriff's Office is being moved up to a higher position on the alternate list, and it may be possible for it to be reached for the next session.

Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson \_\_\_\_\_ cc - Mr. McCabe - Move up among the first ten alternates the  
Mr. E. A. Tamm \_\_\_\_\_ Brooke County, West Virginia, Sheriff's Office.

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_ Approved by Executive Conference, Oct. 3, 1942

Mr. Nichols \_\_\_\_\_ COMMUNICATIONS SECTION

Mr. Rosen \_\_\_\_\_ MAILED 10

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_ FEDERAL BUREAU OF INVESTIGATION

Mr. Kramer \_\_\_\_\_ U. S. DEPARTMENT OF JUSTICE

Mr. McGuire \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

*cc Make out list 10-17-42*  
*JHC*

HHO:EG

October 13, 1942

ALL INFORMATION CONTAINED  
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DATE 9/15/90 BY SP5 C/K/ee

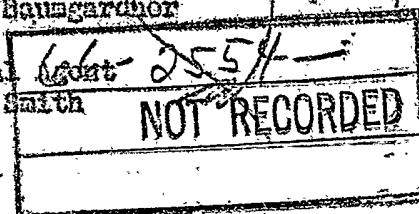
THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nichols, E. A. Tamm, Tracy, Quinn Tamm, Rosen, Kramer and Clegg, recommended that the following be invited to attend the FBI NPA banquet and to make a few remarks on the occasion of the banquet which would be Wednesday evening, October 28, 1942:

1. Mr. Lank Leonard, cartoonist, whose attendance has already been approved,
2. Judge Holtzoff,
3. Mr. Jack Carley, who will be in Washington shortly before that time.

It is recommended that the following, in addition, be invited to be present at the banquet on Wednesday evening; that they appear before the FBI NPA class now in Washington on Thursday or Friday, either as individual lecturers or as a panel forum on Police Administration, as circumstances may warrant; and that they also be invited to be present at the NPA graduation exercises on Saturday, October 31st. The name of the Special Agent suggested to serve as escort is listed alongside the official to be invited for the above-mentioned purposes:

|                |   |  |
|----------------|---|--|
| Mr. Tolson     | 1. Chief Joseph T. Owens<br>of Rome, New York     | Special Agent (Counselor)<br>L. J. Lane        |
| Mr. E. A. Tamm | 2. Chief John L. Sullivan<br>of Pittsfield, Mass. | Special Agent<br>B. H. Suttler                 |
| Mr. Clegg      | 3. Supt. Edward J. Kelly<br>of Rhode Island       | Special Agent<br>A. E. Leonard                 |
| Mr. Glavin     | 4. Supt. A. J. Kavanaugh<br>of Wilmington, Del.   | Special Agent<br>R. D. Douglas                 |
| Mr. Ladd       | 5. Chief Fred Roff<br>of Norristown, N. J.        | Special Agent (Counselor)<br>F. J. Baumgardner |
| Mr. Nichols    | Chief John Fulton Woods<br>of Norfolk, Va.        | Special Agent<br>R. E. Smith                   |
| Mr. Rosen      |   |  |
| Mr. Tracy      |   |  |
| Mr. Carson     |   |  |
| Mr. Coffey     |   |  |
| Mr. Hendon     |   |  |
| Mr. Kramer     |   |  |
| Mr. McGuire    |   |  |
| Mr. Quinn Tamm |   |  |
| Mr. Nease      |   |  |
| Miss Gandy     |   |  |



ORIGINAL FILED IN 66-2554-1

October 10, 1942

44  
SJT:BT

THE DIRECTOR

The Conference was advised of a suggestion by Miss Marietta Dawson in the Identification Division, that the Bureau's Christmas activities this year be directed toward those employees who have joined the armed services instead of having the usual Christmas baskets.

The Conference, consisting of Messrs. Tamm, Ladd, Kramer, Carson, Hendon, Rosen, Glavin, C. Tamm and Tracy, unanimously recommends against the adoption of Miss Dawson's suggestion for the following reasons.

The facilities of the Post Office Department, air mail facilities and other facilities to the many and various points where our armed forces are now located, are inadequate to handle necessary materials of war in addition to the numerous personal communications from and to members of the families of men now in the service. The Conference also points out the difficulties in locating the present whereabouts of individual members of the armed forces.

A letter has been prepared to Miss Dawson thanking her for her suggestion in the event you approve the conference recommendation.

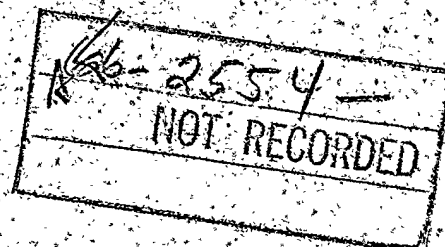
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DATE 9/15/90 BY SP5C/KC  
#322012

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson cc Mr. Glavin  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 65-26176-589



WRG:lrd

October 5, 1942

ALL INFORMATION CONTAINED  
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DATE 9/15/90 BY SP5C/L/6/2

# 323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Hendon, Rosen, Ladd, Carson, and Glavin, considered the utilization of the space which is to be released by the Identification Division in this building when that division moves to the Armory.

For the Director's information, there will be approximately 69,141 square feet of space released by the Identification Division in this building. The Conference recommends the following redistribution of this space:

1. That the Technical Laboratory be assigned 30,000 square feet of additional space on the Seventh Floor. At the present time the Laboratory is assigned approximately 7,800 square feet of space on the Seventh Floor and has requested an additional 30,000 square feet of space as soon as it is available. It is felt that the assignment of 30,000 square feet of space is justified due to the tremendous expansion of the cryptographic work of that section.
2. That the Chief Clerk's Office be assigned 20,000 square feet of space on the Seventh Floor. It is suggested that the Chief Clerk's Office be moved to the Seventh Floor from the Fifth Floor, it being felt that its activities presently distributed on the Fifth Floor of this building could be even better correlated if they were to be moved to the Seventh Floor. This office now occupies approximately 16,000 square feet and is very overcrowded.
3. The space vacated by the Chief Clerk's Office on the Fifth Floor would be reallocated to the Security Division.
4. That the Administrative Division be allocated 8,241 square feet of space on the Seventh Floor. This allocation of space for the Administrative Division would be for Personnel Files only. The Personnel Files Section at this time occupies 5,800 square feet of space on the Fourth Floor, this space being regular office space is not particularly well adapted to files activities. If they are assigned to the Seventh Floor, the space would be much more desirable.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

55 NOV 12 1942

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INITIALS ON ORIGINAL

66-15458-86  
ORIGINAL FILED IN

MEMORANDUM FOR THE DIRECTOR

- 2 -

5. The space released by the Administrative Division, Personnel Files, on the Fourth Floor, would be reallocated to the Security Division.
6. That the space released by the Identification Division on the Sixth Floor, a total of 9,700 square feet, which is included in the total space to be released by the Identification Division, be reassigned to the Administrative Files Section. This space is badly needed by the Administrative Files Section at this time.
7. That the space released by the Identification Division on the First Floor, i.e. 1,200 square feet of space, be immediately reassigned to the Security Division.

Should the Director approve this reallocation of space, immediate steps will be taken to arrange for definite floor assignments so that a minimum amount of delay will be experienced in making the move and a minimum of change in partitioning and such will be incurred.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

LBN:FME

October 5, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 C/KC

# 323013

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Rosen, Hendon, Tracy, Ladd, Carson, Kramer, and Nichols considered the general matter of the indexing procedures carried on in the Files Section. The Conference unanimously recommended the following procedures which had been worked out and agreed upon by Messrs. Nichols and Ladd and they will be immediately instituted, if approved by the Director:

1. In the handling of censorship reports, individual cases will not be opened on each censorship intercept unless a supervisor has taken action on a censorship report which will necessarily require the opening of a new file or unless it is known that a previous file has been opened.

2. All European addresses set out in censorship reports will be indexed and searched hereafter. At the present time approximately 1,000 censorship intercepts are received daily. Only approximately 500 go to the Files. The indexing of all European addresses will mean that the name only will not be indexed but that likewise separate index cards will be made up on the addresses. This procedure will require seven additional employees, consisting of one classifier, four typists, and two card filers. South American addresses will not be indexed inasmuch as SIS has a selective process now in force of indexing addresses and further indexing in the Files Section would be a duplication of work.

3. All foreign addresses appearing on censorship mail are to be searched. This will require 10 additional employees. They will take the searches, pull files, and locate serials.

E. A. Tamm

Clegg 4. The procedure has recently been adopted of indexing all names which are pertinent in any communication regardless of the location of the individual and this procedure will be followed. The Files will further be more liberal in indexing names appearing in censorship and other material. This additional indexing will require the services of 10 employees consisting of one classifier, five typists, and four card filers.

Cooley

Hendon

Kramer

McGuire

Quinn Tamm

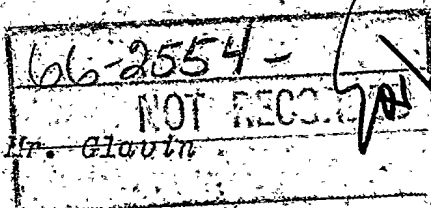
Nease

ss Gandy

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 62-62736-1527

WAG:jh

October 5, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Quinn Tamm, Carson, Kramer, Hendon, and Glavin, considered a communication received from SAC Fletcher of the Seattle Office requesting that the Bureau give consideration to furnishing the Seattle Office with a truck or station wagon that may be used from time to time in the transporting of ammunition, barricades, and such equipment to and from the firearms ranges.

Mr. Fletcher also stated that it is necessary from time to time to haul equipment to and from the radio station located in his division and in numerous other assignments in the office where automobiles will not suffice, they feel that a station wagon or truck could be utilized to advantage.

The Conference is of the opinion unanimously that no consideration should be given to furnishing either trucks or station wagons to the Seattle Division. The Conference further recommends that the Bureau establish a policy at this time of not approving additional station wagons or trucks to be assigned to the various field divisions throughout the field service. It is pointed out that at the present time we cannot secure additional automotive equipment during the present fiscal year since we have utilized the entire allotment for automobiles. It is further pointed out that with the very stringent regulations covering automobiles at the present time we undoubtedly could not secure station wagons and / or trucks for each and every office in the service. The Conference feels that the transportation problems of the field today are no more complicated than they were several years ago and it is felt that the various Special Agents in Charge can appropriately arrange to transport ammunition, supplies, and materials to and from ranges and other special jobs without the need for either a truck or station wagon.

For the Director's further information the Conference feels that the use of deluxe station wagons, which are the only ones available today and which are comparable to the station wagons we already have, should not be used for rough transportation work.

In the event the Director approves the Conference recommendation concerning this matter, appropriate notification will go forward to the various field divisions regarding it.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

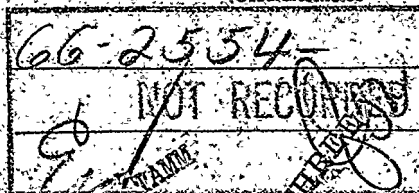
R. Glavin  
Secretary

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DATE 9/15/96 BY SP5CJ/bee

323013



WRG:lrd

October 25, 1942

MEMORANDUM FOR THE DIRECTOR

O  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Kramer, Quinn Tamm, Tracy, Nichols, Rosen, Carson, Hince, Clegg and Glavin considered the suggested form letter to the field concerning the procedure to be used in securing automobile tires for official Bureau automobiles and approved the attached letter.

Respectfully submitted,  
FOR THE CONFERENCE

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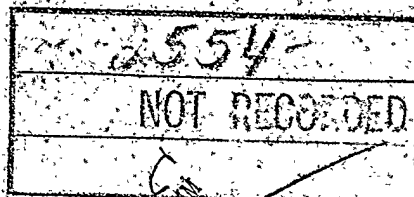
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C/K  
Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 100-1490-7-10-37

October 21, 1942

SJT:BT

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#323013

THE DIRECTOR

RE: PROPOSED WEEKLY BUREAU PUBLICATION

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Glavin, Ladd, Niece, Carson, Rosen, Nichols, and Tracy, considered a suggestion of employee P. V. Dirksmeyer that a weekly publication be started by the Bureau which would tell in a brief form or synopsis form, important interesting or amusing cases, the solving of which was brought about in whole or in part by fingerprint identification. Mr. Dirksmeyer, a fingerprint employee, felt that his suggestion would aid our employees in understanding the importance of the Identification Division in those critical times.

The Conference also considered certain suggested poster-cartoons prepared by the Cartographic Section which cartoons were drawn for placing in various units of the Bureau showing the work they are doing to aid in the war effort.

The Conference unanimously recommended the printing and distribution of the cartoons.

With reference to Mr. Dirksmeyer's suggestion, the Conference was unanimously of the opinion that interesting information could be prepared by each section of the Bureau and be published by the research division as a weekly edition of The Investigator. Such a publication would be distributed only at the Seat of Government and would take the place of the present "News of the Week" and other news items presently being mimeographed in the various divisions.

In the proposed weekly publication there would be a letter from the Director pointing out in turn the importance of the work of individual types of work such as stenographers, file clerks, fingerprint classifiers, etc.

Mr. Tamm advised while he was not opposed to the idea of a weekly publication, he was of the opinion that after the first week it would become routine and that no publication or letters or interesting cases would have lasting interest. The Conference agreed with Mr. Tamm's observations that such a publication would not substitute for the present contact of the various divisions, sections, and units, with their individual employees in impressing upon them the importance of the Bureau's work in national defense.

Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Cont.

|           |
|-----------|
| 66-2554-  |
| NOT REC   |
| glavin    |
| Secretary |



November 16, 1942

LBH:VLS

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Rosen, Carson and Hendon considered the present practice of sending out copies of the FBI Law Enforcement Bulletin.

Several months ago the mailing list was drastically restricted, and for practical purposes was cut to include only law enforcement officers. However, so many requests are being received from identification and security officers in airplane plants and other defense plants that it was the unanimous belief of the Conference that each request should be considered on its merits; that if there was some good reason, it was our responsibility to send a bulletin to these officers.

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# 323013

Respectfully,  
For the Conference,

Glyde Tolson  
Chairman

CC - Mr. Glavin

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-1988  
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ORIGINAL FILED IN 94-3-1



WRG:jh

November 24, 1942

THE DIRECTOR

25  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Carson, Rosen, Quinn Tamm, Tracy, Nichols, Hendon, and Glavin recommended that in so far as In-Service Training is concerned, the last In-Service School before the holiday will convene on December 7, 1942, and will depart on December 18, 1942; that after the holidays the first school will convene on January 4, 1943, for the usual period of time of approximately eleven days.

With reference to new Agents and Clerical Schools, the Conference recommends that the last new Agents School and the last Clerical School before the holidays be on December 14, 1942, and then the next schools to convene on January 4, 1943.

It was pointed out by the Conference that considerable difficulty has always been experienced in endeavoring to secure new clerical employees during the holiday period in the majority of instances, the new employees requesting a deferment of appointment until after the holidays.

Should the Director approve, the appropriate instructions will be issued concerning these matters.

Respectfully,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. E. \_\_\_\_\_  
Mr. G. \_\_\_\_\_

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HHH:LW

November 13, 1942

MEMORANDUM FOR MR. GLAVIN

RE: AUTOMOBILE REFERENCE BOOK

25  
In the past the field has been furnished annually Branham's Automobile Reference Book. In order to ascertain whether or not it was advisable that the Bureau continue to furnish these books to the field the advertising circular pertaining to this particular volume was forwarded to Mr. Rosen with the request that he advise as to whether or not this book was necessary or of any value to the field.

A. E. White, Supervisor on the National Motor Vehicle Theft Act desk, by telephone advised that it was his opinion that the book was given little use by the field offices. He stated that it was his opinion that the book's use did not justify its cost and he suggested that the field offices were able to obtain any of the desired information very readily from local police or sheriff's offices. He suggested that it would not be necessary to order the 1943 edition.

Respectfully,

/s/ H. H. Huston

WRG:jh

November 26, 1942

The <sup>O</sup>Executive Conference was of the unanimous opinion that we need not purchase this Branham's Automobile Reference Book.

Respectfully,  
FOR THE CONFERENCE

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DATE 9/22/98 BY SP5C/SCA  
323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

55 DEC 11 1942

INITIALS ON ORIGINAL

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-2554-789

OT:mac

March 1, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Glavin, Hendon, Tracy, Coffey, Hince, Carson, Mumford and Quinn Tamm being present, considered a suggestion submitted by Special Agent Edmund D. Mason that when new clerical schools enter on duty they be furnished with mimeographed sheets setting forth all Bureau recreational functions such as the fact that employees are permitted to borrow books from the FBI Library, various meetings of clubs and other functions.

The Conference was advised that this is covered in a lecture before the new clerical schools. It is also felt that it is not advisable to furnish mimeographed forms; however, fuller use will be made of the publication the "FBI This Week" to call the employees' attention to these functions.

If you approve, there is attached herewith a letter to Mr. Mason thanking him for his suggestion.

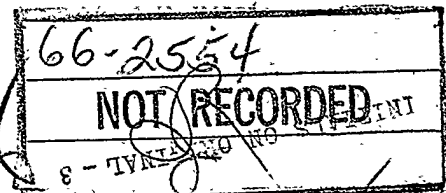
Respectfully,  
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_ Enclosure  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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# 323813



ORIGINAL FILED IN 62-26173-3101

December 24, 1942

HHC:PH

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Hince, Ladd, Mumford, Carson and Clegg, considered a recommendation of Mr. Coffey that the indentations or "poc" marks in the steel backstop of the indoor pistol range be ground out so as to produce a smooth surface so that there would be no ricochets when a bullet strikes an indentation in the backstop.

The Executive Conference unanimously agreed that this should be done and Mr. Coffey refers to Mr. Eddie at the Central Heating Plant as having the necessary equipment so that these repairs can be made as quickly as possible.

The Executive Conference also unanimously recommended that for experimental purposes or for any other reasons that no high powered rifles be fired in the indoor range, and that weapons of such caliber and ammunition of such power as to probably cause such indentations should in the future be fired only on the outdoor range at Quantico, so that there will be no future "poc" marks or indentations made in the backstop.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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DATE 9/22/90 BY SP5/BL/BC  
#323013

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Holloman \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

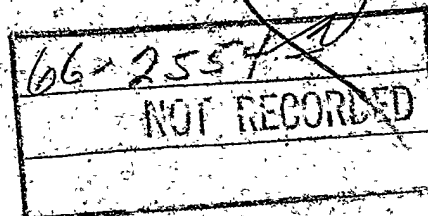
Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

cc: Mr. Glavin

50 JAN 16 1943 114



ORIGINAL FILED IN 66-2760-1

December 19, 1942

SJT:BT

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Carson, Glavin, Kramer, Clegg, Hince, and Tracy, was advised of the suggestion of Mr. Coffey with reference to confidential correspondence. The Conference did not feel that it was necessary to go to the amount of trouble which would be required under the circumstances to code the various inter-Bureau and inter-office correspondence.

Respectfully,  
For the Conference

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Glyde Tolson  
Chairman

H. R. Glavin  
Secretary

cc Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ENCLOSURE

66-2554-  
NOT RECORDED

ORIGINAL FILE IN 66-3665-971

JOHN EDGAR HOOVER  
DIRECTOR



Federal Bureau of Investigation  
United States Department of Justice

Washington, D. C.

November 28, 1942

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 11-15-2010

~~CONFIDENTIAL~~

~~PERSONAL AND CONFIDENTIAL~~

TO ALL SPECIAL AGENTS IN CHARGE:

RE: ~~Confidential~~ Correspondence

Dear Sir:

It has been noted in an increasing number of instances that matters of a very delicate and highly confidential nature are being forwarded to the Bureau in personal and confidential letters and also at times in ordinary letters. Some of these matters are of such a nature that the Bureau might be seriously embarrassed should the information fall into the wrong hands.

It is felt that certain protection can be given such matters by the use of code words [of Code "A"] in the reference used as the heading of the letter. You are therefore instructed to code the reference in correspondence with the Bureau or Field Offices which relates to [diplomatic and] other highly delicate or confidential matters. When this coding is used in the heading, the substance of the letter can refer to the reference and in this way messengers or casual observers will not be in a position to know the subject matter to which the letter refers.

The use of the coded reference will be comparable with the use of "Matnap" as a reference in the Mattson Kidnapping Case. After the letter has reached its destination, the decode of the heading can be written on the letter if desired. In this case, care should be taken to obliterate the code words as well as possible.

Yours truly,

John Edgar Hoover  
Director



Classified by *SPC/bee*  
Declassify on: *OADR 9/22/2010*  
*#323013*

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WHERE SHOWN OTHERWISE.

66-2554-

ENCLOSURE  
66-2554

HAC:BG

December 15, 1942

THE DIRECTOR

The Executive Conference considered a suggestion of Special Agent Frederic D. Vechery, a supervisor assigned to the Security Division, in which he recommends that the Bureau cause the field offices to resume the practice of having selected clerical employees proofread reports before they are transmitted from field offices.

Mr. Glavin pointed out the scarcity of clerical aid. Mr. Quinn Tamm and Mr. Clegg favored the suggestion, feeling that since so many reports are being transmitted to other agencies the Bureau would be justified in providing this amount of clerical aid to check phraseology, grammatical construction and the clerical make-up of reports. All other members of the Conference present, including Messrs. Glavin, Tracy, E. A. Tamm and Nichols, recommended unfavorably.

Special Agent Vechery will be advised of the Director's decision in this matter.

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DATE 9/22/90 BY SPSC/pla  
#323013

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

cc-Mr. Glavin

|              |
|--------------|
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| NOT RECORDED |

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December 12, 1942

LBN:WLS

THE DIRECTOR

In September, four convictions resulting in the imposition of fines totaling \$15,000 and actual and suspended sentences totaling fifteen years resulted from the Italian sabotage cases in the Canal Zone.

While the Bureau did not investigate sabotage cases in the Canal Zone, nevertheless we did investigate Italian aliens when they were brought to New York, secured signed statements, and Special Agents were sent to the Butte Division where additional interviews were conducted with members of the crews interned at Fort Missoula, Montana. The United States Attorney, Daniel E. McGrath, requested that Special Agent Frank Longo be made available to testify. This was not possible inasmuch as Longo was on a special assignment and the United States Attorney dispensed with his services. McGrath has commended the Bureau for its cooperation in the case which resulted in conviction.

Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Rosen, Carson and Kramer recommended that these statistics be included in our regular statistics. Mr. Nichols was opposed to counting these statistics since under the Delimitation Agreement, actual sabotage commitment in the Canal Zone falls under the investigative jurisdiction of Military Intelligence, and that agency actually did the investigation in the case, the sabotage occurring in the Canal Zone. Mr. Nichols further pointed out that as a general policy in the past we had refrained from recording statistics in cases not under our primary investigative jurisdiction. Further, at the end of the last fiscal year, the Department questioned certain of our statistics, including the specific offense of sabotage. Should a similar request be made at any time in the future, these convictions would, of course, appear and we would have to state that they were taken from a case handled by Military Intelligence in the Canal Zone. The majority of the conference, however, felt that since Bureau Agents had conducted interviews with crew members this was justification for including the statistics.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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#323,613

CC - Mr. Glavin

52 JAN 7 1943 114

Respectfully,  
For the Conference

66-2554 -  
Clyde Tolson, Chairman  
NOT RECORDED  
W. E. Glavin, Secretary

HEC:EC

December 7, 1942

THE DIRECTOR

At the meeting of the Executive Conference on November 30, 1942, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg were present.

There is attached hereto a report of Physical Director H. A. Meyers concerning his observations from November 2 to 13, 1942, at the United States Navy Pre-Flight School at Chapel Hill, North Carolina with respect to their physical training program. Mr. Meyers' recommendations submitted with his report were considered by the Executive Conference as follows:

1. As soon as athletic facilities are provided, one hour of physical training each day, Monday through Saturday, during the entire new Agents training period (except when taking firearms training at Quantico) is recommended to be provided to all new Agents classes.

The Conference unanimously approved this suggestion.

2. It is recommended that courses in wrestling and boxing be inserted into the training program to supplement the instruction in disarming and jiu jitsu that is now being given.

Difficulties, including bruised eyes and noses, unequal matching of those of unequal weights, and the likelihood that the enthusiasm of some Agent might cause him to produce a "hay raker" instead of pulling his punches, were discussed. Also, there was discussed the fact that combative attitudes were appropriately restricted would be developed for the benefit of the men receiving crash training.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Those favoring the program were Messrs. Tracy, Nichols, Ladd, and

Those opposed were Messrs. Hince, Carson, Rosen, E. A. Tamm, and

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FBI - NEW YORK

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3. It is recommended that gymnastic activities such as tumbling, vaulting and climbing be emphasized and the action speeded up so that it will be considerably more vigorous than it is at the present time. This is intended to include learning how to fall, how to climb fences, and similar exercises which some of those present felt might be of benefit to Agents in their regular work.

Those favoring this suggestion were Messrs. E. A. Tamm, Glavin, Tracy, and Clegg.

Those opposed were Messrs. Carson, Hince, Egan, and Nichols.

4. It is recommended that achievement tests such as were learned by Mr. Meyers at Chapel Hill for classification, grading and recording the progress made by the Agents receiving physical training be devised and tried by Mr. Meyers and those attached to the Gymnasium.

All members of the Conference favored this program.

5. It is recommended that instructional courses in boxing, wrestling, tumbling, hand-to-hand, and gymnastics be offered to supervisors on a voluntary basis one period a day.

This was unanimously opposed due to the fact that attendance could not be regular and sufficiently frequent to properly condition the supervisors for this type of work.

6. It is recommended that motion pictures used by the Navy be reviewed to determine their instructional value so that they could be used by the Bureau in Quarterly Police Conferences.

This was unanimously approved by the Conference.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Attachment

153-1091  
WAG:lrd

December 4, 1942

Special Agent in Charge  
Los Angeles, California

RE: BUREAU AUTOMOBILES

Dear Sir:

Reference is made to your communication of November 19, 1942, wherein you suggest that the Bureau approve the employment of an individual whose duties it will be to supervise the maintenance of Bureau-owned automobiles presently assigned to the Los Angeles Office.

This is to advise you that the Bureau has no objection to such an employee being considered for employment in the Los Angeles Office. It is, of course, understood that should the Bureau subsequently approve a specific applicant recommended by you, the employment of such an individual will in no way release the supervisory personnel of the Los Angeles Office from the responsibility vested in them through their positions of seeing that all automotive equipment assigned to the Los Angeles Office is in good mechanical operating condition.

The Bureau suggests that you immediately endeavor to secure such an individual as recommended by you. The salary for such an individual cannot be approved at an entrance grade higher than CAF-6, \$2300 per annum. Please give this matter your immediate attention.

Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Hince, Ladd, Kramer, Carson, Rosen, Nichols, Tracy, Quinn Tamm, Hendon and Glavin approved the employment of such an individual.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

LBN:JS

December 3, 1942

MR. TOLSON

SAC A. W. Miller of Puerto Rico in a conversation inquired about the propriety of sending personal mail in the pouch from Puerto Rico to the mainland. I told him this was not proper and should not be done.

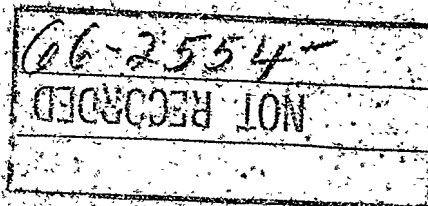
I later brought the matter up at the Executive Conference and those present including Messrs. E. A. Tamm, Clegg, Tracy, Rosen, Ladd, Glavin, Carson, Hince concurred with my views.

Respectfully,

L. B. Nichols.

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Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



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hhc:hd

December 2, 1944

Mr. Herbert K. Moss  
Special Agent in Charge  
Federal Bureau of Investigation  
633 Federal Building  
Louisville, Kentucky

Dear Mr. Moss:

Reference is made to your letter of October 10, 1942 in which you suggest that letters to Postmasters requesting mail tracings be so phrased that the covers will be continuous until the Postmasters are requested to discontinue the mail covers.

In this connection you are advised that the Bureau's regulations are consistent with the rules and requests of the Post Office Department and for this reason it will be necessary to comply with their desires.

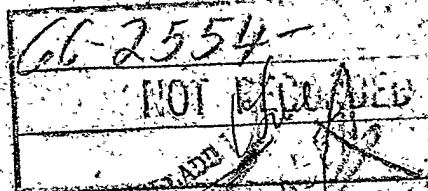
I appreciate very much your suggestion and your thoughtfulness in submitting it.

Sincerely yours,

Approved Exec. Conference - 11/18/44 -  
those present Messrs. Glavin, Tracy, Nichols, Ladd, Carson  
Kramer, Rosen, Q. Tamm, Hince and Glegg

Communications Section  
Dec. 3, 1944 PM

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VRG:jh

BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.  
October 19, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Nichols, Carson, Hince, Ladd, Kramer, and Glavin, considered the accident involving a Bureau automobile, Chevrolet Sedan, Motor No. 133129, driven by Special Agent Milton LeRoy Snyder, on October 9, 1942, the amount of damage being approximately \$114.55.

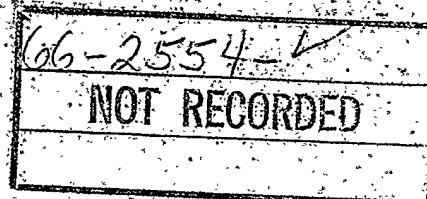
The Conference was advised that the above mentioned Special Agent was proceeding westward on Union Street, Schenectady, New York, approaching a traffic signal at the intersection of Union Street and Baker Avenue; that there was a car proceeding slowly ahead of him at a distance of about fifty feet. The Agent noticed the traffic signal change while the Agent's car and the car in front were in motion. The traffic signal was defective and although a green light should have appeared which would permit both the Agent and the car in front of him to proceed without stopping, the individual in the car in front of the Agent seeing no light come on stopped dead. The Bureau car was travelling at approximately 25 miles per hour and was approximately 15 feet behind the other car. Agent Snyder applied the brakes but the pavement was slippery and the brakes did not grip and the Bureau car struck the private car from the rear. The damage to the other car amounted to approximately \$53.25 and to our car, \$114.55. The car travelling in front of our Agent was driven by a Mrs. Julia M. Bishop who stated she stopped when the light changed because she was confused by the fact that no green light came on.

SAC Cornelius stated that from a review of the facts in the case he, Cornelius, is of the opinion that the accident was almost, if not entirely, unavoidable; that Mrs. Bishop stopped her car in line of traffic along with Agent Snyder; that Agent Snyder observing the traffic light, which was red, go out, properly assumed when the green light did not follow, that the light was out and continued to go ahead. Mrs. Bishop apparently saw the light was out but failed to observe that it had changed from red and stopped at the intersection, failing to make a proper stop signal before doing so. Mr. Cornelius feels that from the circumstances in this case and the slippery condition of the road, Agent Snyder should not be held responsible.

The Conference with the exception of Messrs. Nichols, Tracy and Quinn Tamm feels that the Agent should be held responsible for the accident since it is felt that our Agents at all times should have their cars under proper control so as not to have accidents of this kind; that

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if the Agent had been sufficiently alert, he undoubtedly would have been able to avoid the accident.

Should the Director approve the recommendation of the majority of the Conference, appropriate notification will go forward to SAC Cornelius and Agent Snyder concerning this matter.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

HHC:MMH

December 18, 1942

*man*  
THE DIRECTOR

The Executive Conference, Messrs. Glavin, E. A. Tamm, Carson, Rosen, Kramer, Tracy, Ladd and Clegg being present, considered the suggestion of Special Agent George E. Irwin that descriptions in investigative reports be set forth vertically rather than horizontally and continuously, and that the descriptions be placed at the end of the report.

This means that the various items of description would be set forth in tabulated form with one item under another in one or more columns, rather than included in the straight narrative form within a paragraph. It also would require that the descriptions be near the end of the final page of the details of the report. This would facilitate the location of the description of individuals in reports. There is attached a Manual change to this effect.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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DATE 7/22/96 BY SP5CJ/bis  
#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg cc: Mr. Glavin  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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NHM:EO

December 9, 1942

MR. CLEGG

RE: W. G. Rogers  
Chief Criminal Investigator  
Sheriff's Office  
Tampa, Florida  
NPA Directory

This graduate represented the Ellis County, Texas, Sheriff's Office at the time he attended the Academy. He subsequently resigned to become a Texas Ranger. He was dismissed from this position for insubordination and for converting to his own use property belonging to the State of Texas. He has since obtained a position as Chief Criminal Investigator at the Tampa, Florida Sheriff's Office, but he has not been replaced on the mailing list.

It is not recommended that he be included in the new directory.

Respectfully,

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DATE 9/22/96 BY SPSC/KLL  
#323813

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554-  
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NHM:LEAH

December 7, 1942

MR. CLEGG

Re: E. O. Bauer, Jr.  
former head of the Traffic Division  
Baton Rouge, Louisiana  
NPA Directory

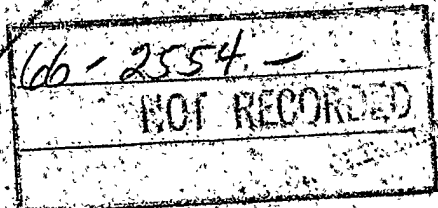
This graduate of the Academy was formerly in charge of the traffic division of the Baton Rouge, Louisiana Police Department. Bauer created quite a bit of dissension in his own department after his return from the Academy, since he apparently had a swelled head, and instead of going back to the department and trying to cooperate, he had taken the attitude that he knew all the answers. He was working part time as a motion picture projector operator and apparently continued this occupation after his dismissal from the Baton Rouge Police Department on September 1, 1939. The reason for Bauer's dismissal from the department was apparently his failure to get along with the new chief of police, who was appointed shortly after his return from Washington, and who was formerly a Louisiana State Patrolman. Bauer is not in law enforcement work at the present time and it is not believed that his name should be contained in the directory.

Respectfully,

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#323213

N. H. McCabe



Mr. Tolson ADDENDUM: 0

Mr. E. A. Tamm, The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin,  
Mr. Clegg, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg  
Mr. Glavin being in attendance, agreed with the above recommendation.

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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WKG:lrd

December 14, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kramer, Carson, Nichols, Rosen, Hince, Tracy, Quinn Tamm and Glavin considered a suggestion made by SAC A. W. Miller of the San Juan Office concerning the possibility of having Agents of the San Juan Office proceed to the Mainland, especially Miami, at times over the weekend.

It was pointed out to the Conference that Mr. Miller stated that certain of the male flyers of the Army, Navy and Marine Corps at Puerto Rico and the Virgin Islands, through the friendship with the Agents with whom they are working, have offered to take Agents to the States over the weekends from time to time. Mr. Miller felt it might be desirable to approve such travel and he, Miller, stated he would hold such travel down to a minimum so he would not be taking undue advantage of the flyers who are willing to take our men up to the States. Mr. Miller points out that in cases such as this it would be possible for Agents to go up to Miami over the weekend and meet their families there if they are willing to come down to Miami to meet them and that the Agents would be able to get some good food which would assist materially in their retaining proper morale and keeping them satisfied with their tropical assignment.

Mr. Glavin pointed out to the Conference that in his discussion with Mr. Miller he, Mr. Glavin, was a bit fearful that some embarrassment might result to the Bureau, that an Agent might lose his life through such travel; however, the Conference feels that if the Agent is on leave and proceeds to the States, it would not in any way embarrass the Bureau if any accident occurred, for if he were on leave in the States we would not in any way within the latitude of reason restrict his movements at that time.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_ The Conference therefore recommends that Mr. Miller be advised that  
Mr. Clegg \_\_\_\_\_ the Bureau will not object to such procedure so long as it does not become an  
Mr. Glavin \_\_\_\_\_ established habit.

Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_ Mr. Glavin further advised the Conference that under the same arrange-  
Mr. Rosen \_\_\_\_\_ ment he had advised Mr. Miller that the Bureau would have no objection to similar  
Mr. Tracy \_\_\_\_\_ assistance being given to employees of the San Juan Office in cases of emergency  
Mr. Carson \_\_\_\_\_ in returning to the States. For instance, a relative of one of our employees  
Mr. Coffey \_\_\_\_\_ might be very ill and it might be necessary for the employee to get  
Mr. Hendon \_\_\_\_\_ back to the States immediately, that if one of the flying officers of  
Mr. Kramer \_\_\_\_\_ the Marine Corps or Army offered to take our employee to the States in

Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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58 JAN 1 1943

MEMORANDUM FOR THE DIRECTOR

- 2 -

a military plane we would have no objection to travel being made in such a manner.

The Conference recommends approval of the suggested arrangements. In the event the Director approves the Conference's recommendation in this matter, the Special Agent in Charge at San Juan will be immediately advised.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

DML:IMH

December 1, 1942

THE DIRECTOR

At a meeting of the Executive Conference on November 30, 1942, attended by Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Nichols, Rosen, Clegg, Hince and Ladd, the suggestion was made that at such time as space permitted that a room be set aside in the Files Division for the use of Supervisors and clerks from the Security Division who were handling a large volume of name checks.

It was pointed out to the Conference that having this work done on the same floor and immediately adjacent to the files would eliminate the necessity for charging out and transmitting files to the Security Division and would not only assist in speeding up the handling of name checks, but would likewise assist Files Section in keeping track of its files, and having them readily available.

The Conference was unanimously in favor of this recommendation.

Respectfully,  
For the Conference,

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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# 323,013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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December 2, 1942

NHM:PH

MR. CLEGG

The attached letter from the Director of the National Park Service and the memorandum of Mr. Tracy reflecting a telephone conversation with Mr. Hillory Tolson of the National Park Service indicate that this service is very anxious to have a man in the April, 1942 Session of the FBI National Police Academy. We have had one graduate from the National Park Service, and they are eligible to have a second representative. It is recommended that the Bureau consider a representative from the National Park Service for enrollment in the April Session, and if approved, the attached letter will be sent to Mr. Drury.

Respectfully,

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HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5CJ/bcc  
#323013

H. H. McCabe

Approved by Executive Conference, Messrs. Glavin, E. A. Tamm, Carson, Rosen, Kramer, Tracy, Ladd and Clegg being present December 11, 1942.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

COPIES OF ORIGINAL

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 1-996-5

BRT  
DML:ma

December 7, 1942

THE DIRECTOR

The Executive Conference, on December 5, 1942, attended by Messrs. E. A. Tamm, Clegg, Rosen, Glavin, Nichols, Tracy, Quinn Tamm, and Ladd, considered a suggestion submitted by Special Agent in Charge J. E. Thornton to the effect that a block stamp be placed on the inside of the front cover of Selective Service files and that appropriate code symbols be placed therein to indicate the transmittal of various form letters in order to eliminate the necessity for filing yellows of those form letters.

The Conference was unanimously opposed to the adoption of this idea. It was pointed out to the Conference that similar suggestions had been made in the past with reference to the use of block stamps on the inside of the front cover for numerous purposes, such as to designate the location of summary reports, to serve as ticklers to indicate the fugitive status, wanted notices, etc. The Conference felt that to start any such procedure would be highly undesirable and would only tend to confusion.

In the event you approve the action of the Conference, there is attached hereto a letter to SAC J. E. Thornton so advising him.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/96 BY SP5CA/bce

#323613

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson Attachment  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. Guire \_\_\_\_\_  
Mr. Tamm \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

|              |
|--------------|
| 66-2554-     |
| NOT RECORDED |

59 DEC 28 1942

ORIGINAL FILE IN 66-3665-91

WRG:jh

November 24, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Hendon, Tracy, Carson, Kramer, Nichols, and Glavin considered the establishment of a Bureau policy for its female employees who request limited leave without pay in order to enable them to be with their husbands immediately prior to their husbands' leaving the country in the military service.

For the Director's information, the case upon which this matter was based for consideration concerns Stenographer Frances M. Clem of the Springfield Office. She entered on duty in the Bureau on June 23, 1941, and is considered a very good employee. She has at the present time twenty-one days, fifty-eight minutes of annual leave accrued to her, which points to the fact that she has been a faithful employee and has not taken leave as it has accrued to her since she has almost a full year of leave accrued to her. Her husband, in the military service, is stationed at Randolph Field, Texas, and he expects to leave for foreign service on or about December 31, 1942. Mrs. Clem is desirous of having her accrued leave granted to her and then leave without pay which would carry her through December 31, 1942.

The Conference recommends in cases of this kind that each case should be considered on its own merits; that when an employee who has established herself in the Bureau as a very good employee requests limited leave without pay to be with her husband who is in the military service shortly before he leaves the country and who does not have sufficient leave to cover such absence, the Bureau approve no more than three calendar weeks of leave without pay for such employees.

Should the Director approve this recommendation, there will be no general communication go forward to the Field on it, but this policy will be borne in mind if and when additional requests of this kind are received.

For the Director's further information concerning this particular case, it will not be necessary for the Bureau to grant the full three weeks leave without pay to cover the absence requested by her.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/22/96 BY SP5C/bca

#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

JAN 7

1943

ORIGINAL FILED IN 66-2554-1887-99

December 5, 1942

HHC:EC

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg, recommended that the Chicago Office be instructed to re-arrange its index cards in straight alphabetical order as soon as division cards can be obtained instead of the automatic card index system presently being used in the Chicago Office.

The Conference unanimously favored this recommendation as well as the recommendation of Inspector Harbo that all field offices be informed to follow a similar procedure and to convert any unorthodox filing system to the straight alphabetical sequence of index cards.

If this is approved, there is attached a letter to the Chicago Office as well as a bulletin to all Special Agents in Charge.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_ cc - Mr. Glavin  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_ Attachment  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5C/bc  
132-5013

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| 66-2554-                 |
| INITIALS ON ORIGINAL - 8 |

54 JAN 15 1943

ORIGINAL FILE IN 66-5084-748

December 15, 1942

AAI:PH

MR. CLEGG

Re: Robert P. Crowder  
Former Sergeant, Police Department  
Savannah, Georgia

This graduate was dismissed "for the good of the service" because of his extreme bad conduct while allegedly performing police duties. In this connection G. C. Heyward, Commissioner of Police, Savannah, Georgia advised that Crowder had been drinking considerably and had been associating indiscreetly with women. The incident which finally severed Crowder's connection with the Savannah, Georgia Police Department was the occasion of his appearance at a tavern illegally open all night at approximately 5 A.M. Crowder appeared at the tavern in plain clothes and immediately proceeded to take charge of a situation in which a woman patron was under the influence of alcohol. An officer in uniform was arresting the woman when Crowder appeared at the tavern. As previously stated, Crowder immediately took charge and proceeded to talk offensively with the woman and knock her down. As a result, the woman made charges against Crowder, which charges resulted in Crowder's dismissal. Crowder is married.

It is recommended that his name not be placed in the new directory.

Respectfully,

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nicholas 572/20

Mr. Rosen

~~Mrs. T. B. Smith~~

Mr. Tracy being  
Mr. Carson

Mr. Carlson \_\_\_\_\_  
Mr. Carlson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon, \_\_\_\_\_

Mr. Kramer \_\_\_\_\_

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease \_\_\_\_\_

Mrs. Gandy\_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SJS/bce  
# 323 013

A. A. Muzzey

NOT RECORDED

INTERNAL SECURITY - C

~~ADDENDUM:~~

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, C. E. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

65  
0  
NHM:EG

December 24, 1942

MR. GLEGG

Re: Opie G. Cross  
Detective, Police Department  
Gary, Indiana  
NPA Directory

The first derogatory information to come to the attention of the Bureau concerning Cross was furnished by former Special Agent in Charge H. H. Reinecke on August 1, 1939, advising that Cross firmly opposed the organization plan of the police department in which the Bureau was participating at the time. In September, 1939, Special Agent in Charge Cornelius advised that Cross was very much dissatisfied with the reorganization of his department and indicated a hostile attitude towards the Bureau because of its participation. Captain Ernest G. Minniear, NPA, of the Gary Police Department advised Special Agent in Charge Cornelius in September, 1939 that Cross was bucking his Chief and the members of the police commission because of the reorganization of the department. Minniear further informed that Cross had two paramours with whom he was associating in Gary, Indiana.

Cross, according to Minniear, made the statement to Chief Linn that the Bureau's ambition was to place graduates of the Academy in the positions of Chiefs of Police in order that the Bureau might control those departments. As a result of this information Mr. Hince called upon Cross at Gary, Indiana, at which time Cross denied making such statements. Since a factional dispute existed in the Gary, Indiana Police Department, no further investigation of this matter was conducted in order to avoid the Bureau getting into this controversy.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

In April, 1940, former Special Agent in Charge Sackett advised the Bureau that Cross had been suspended on charges of inefficiency and neglect of duty and disobedience of orders, as well as conduct unbecoming an officer. A Civil Service Commission hearing resulted in the finding of Cross guilty of neglect of duty and he was demoted from Captaincy to the rank of Detective, and his suspension was lifted.

In July, 1940, former Special Agent in Charge Lynn was advised by the president of the Civil Service Commission at Gary, Indiana that Cross was active in the Fraternal Order of Police, which organization was acting to the detriment of the reorganization.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bca  
#323,013

INITIALS ON ORIGINAL

6 FEB 5 1943

plan furnished by the Gary Police Department. According to this individual, Cross spread the word to police departments in northern Indiana to be careful and not let the FBI dominate their departments.

It is not recommended that Cross' name be included in the directory.

Respectfully,

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

2 93



FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

OGM:AW

December 29, 1942

MEMORANDUM FOR MR. NICHOLS

There are received from time to time from the Identification Division lists of employees with their addresses and telephone numbers who have reported for duty in the Identification Division. These lists have been placed on white paper and have been retained by the Files Division in the administrative files of these employees.

The Files Division receives also from the Chief Clerk's Office once a week a list of all new Agents and clerical employees entering the Bureau, and from this list administrative files are opened on all new Agents and clerks. With the information supplied to the Files Division by the Chief Clerk's Office, it is unnecessary for any other Division of the Bureau to submit to the Files Division a list of their employees.

ACTION TAKEN:

The above procedure has been discussed with the Chief Clerk's Office and the Identification Division and it has been decided that in the future the preparation of these lists of employees will be prepared on pink paper so that they may be subsequently destroyed, if approved by you.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/96 BY SP5CJ/LS  
#323013

Respectfully,

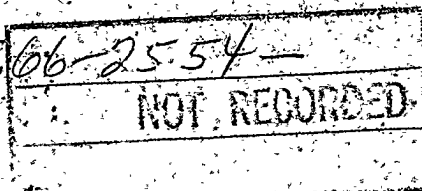
S/  
O. H. Patterson

Enclosure

Addendum: 12-31-42 (jm) Considered by the Executive Conference on December 31, 1942 and upon the statement of Messrs. Glavin and Nichols that they did not need a copy of the personnel memorandum referred to, the Conference agreed that the Identification Division need prepare only the necessary copies for the Identification Division personnel files.

SJT

93  
60 MAR 17 1943



ORIGINAL FILED IN 66-2554-1

December 22, 1942

LEN:VLS

THE DIRECTOR

Several years ago, the Possible Club was formed and the Recreation Association adopted the practice of giving a pin to any Special Agent who got a score of 100 on the practical pistol course at Quantico. At that time the very definite rule was laid down that the score must be shot at Quantico.

Recently, in a panel forum at one of the In-Service Schools, the question was raised and the suggestion made that it was the general feeling in the Field that a perfect score shot on the range in connection with the Field Office Firearms Training should entitle an Agent to membership in the Possible Club in the same manner as a perfect score at Quantico would do.

The Executive Conference was unanimously of the opinion that the rules presently in force not be changed. The present procedure was inaugurated several years ago with the disclosure that at Camp Ritchie, it was possible to use more than the prescribed number of bullets in shooting the course. At that time it was felt that there should be stricter supervision of firearms training.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

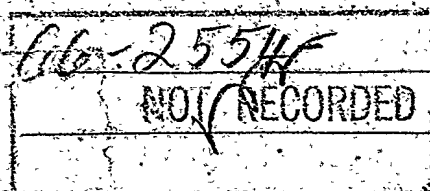
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP5CJ/bce  
# 323,013

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary



JAN 21 1943

ORIGINAL FILED IN 66-15129

DHL:mmm

December 9, 1942

THE DIRECTOR

At a meeting of the Executive Conference on December 7, 1942, attended by Messrs. Tolson, E. A. Tamm, Clegg, Tracy, Rosen, Kramer, Carson, and Ladd, the attached letter to Byron Price, Director of Censorship, was discussed. It was pointed out to the Conference that the letter in effect agreed to permit postal censorship to make examinations of the mail which they censor for the purpose of detecting secret inks and hidden messages in connection with their routine examinations, making an exception in connection with the FBI watch list which, under the agreement, would be immediately forwarded to the Bureau for the Bureau's own Laboratory to examine.

The Executive Conference was of the opinion that the Bureau could not object to Censorship's making a laboratory examination of their routine mail for the purpose of discovering whether there was contained therein any hidden messages or whether the letters contained any writing in secret inks.

In the event you approve of the action of the Conference, a letter to Byron Price is attached hereto.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

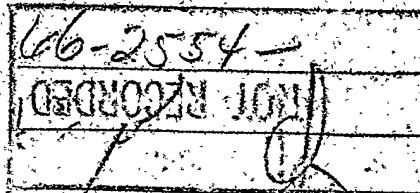
DATE 9/22/95 BY SP5C/bc  
# 323013

Respectfully,  
For the Conference.

Clyde Tolson  
Chairman

W. H. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



65 DEC 10 1942

ORIGINAL FILED IN 62-62736-155

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

November 26, 1942

WRG:jh

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Hince, Ladd, Kramer, Carson, Rosen, Nichols, Tracy, Quinn Tamm, Hendon, and Glavin, considered the assignment of Special Agents to administrative duties in the San Francisco Office.

For the information of the Director, prior to the inspection conducted by Mr. Gurnea on September 1, 1942, the Bureau had approved five administrative positions; the Special Agent in Charge, Assistant SAC, and three additional administrative assistants.

Mr. Gurnea stated at the beginning of the inspection there were eleven men full-time and two men part-time on administrative duties, subdivided as follows:

1. The SAC.
2. The Assistant SAC.
3. The Number One Man.
4. Special Agent D. J. Kennedy, Selective Service matters.
5. Special Agent R. L. King, Communist and Hatch Act cases.
6. Special Agent W. J. Foltz, supervising all German cases.
7. Special Agent H. L. McConnell, supervising all Japanese matters and miscellaneous national defense cases.
8. Special Agent L. M. Fallaw, supervising all Fascist and South American matters in addition to all sabotage cases.
9. Special Agent J. D. Sullivan, supervising all police cases and alien registration matters.
10. Special Agent C. T. Brown, Jr., night supervisor.
11. Special Agent R. A. Lapachet, interviewing applicants exclusively.

In addition to the above, Special Agent J. A. Wagner has been assisting on the supervision of German matters and Special Agent R. C. Taylor has been spending practically all of his time acting as G-2 and ONI liaison officer.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5CJ/6C

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| 66-2554      |
| NOT RECORDED |

ORIGINAL FILED IN

66-262-3720

The Conference, therefore, recommends that the Bureau approve the designation of these positions at this time and that specific instructions be issued to the Inspector next inspecting San Francisco to go into this matter carefully.

Respectfully,  
FOR THE CONFERENCE

W. R. Glavin  
Secretary

RECEIVED  
JAN 10 1964  
U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C. 20535

REC'D FEB 5

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FBI  
DEPT OF JUSTICE

January 11, 1943

HEC:PH

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Rosen, Ladd, Nichols, Carson, Glavin, Mumford, Tracy, Hendon, Quinn Tamm and Clegg, recommended that at the next graduation exercises of the FBI National Police Academy, the following be invited to delivery graduation addresses:

Lieutenant General Hugh A. Drum, Eastern Defence Command

Mr. Harvey S. Firestone, Akron, Ohio

Thomas H. Beck, Publisher of Collier's Magazine

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5CJ/ka  
#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson.....  
Mr. E. A. Tamm.....  
Mr. Clegg.....  
Mr. Glavin.....  
Mr. Ladd.....  
Mr. Nichols.....  
Mr. Rosen.....  
Mr. Tracy.....  
Mr. Carson.....  
Mr. Coffey.....  
Mr. Hendon.....  
Mr. McGuire.....  
Mr. Mumford.....  
Mr. Quinn Tamm.....  
Mr. Nease.....  
Miss Gandy.....

CC: Mr. Glavin

66-2554-  
NOT RECORDED  
JAN 26 1943  
INITIALS ON ORIGINAL = 1

67 FEB 2 1943  
61 JAN 26 1943

ORIGINAL FILED IN 1-4-5250



MEM:JBT

November 18, 1942

MR. CLEGG

Re: Werdner W. Moseley,  
Former Chief of Police,  
Lake Wales, Florida,  
HPA Directory

Moseley attended the HPA Retraining school in 1941 and was partially intoxicated most of the time. He made a very bad record as Chief of Police at Lake Wales, Florida, since he was drunk a great deal of the time and was reported to have been conniving with bootleggers and may have been collecting from such operations. He was very lax on gambling in Lake Wales and loose in his associations with women.

It is recommended that his name not be included in the new directory.

Respectfully,

N. H. McCabe

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, concurred in the above recommendation.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

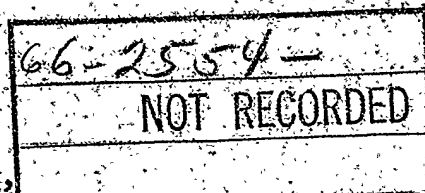
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP-5/BJA  
#323013

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary



50 FEB 1943

ORIGINAL FILED IN 1-1557-33



# FEDERAL BUREAU OF INVESTIGATION

Room 5744

1110

1942

To: ☒ Director  
☐ Mr. Edward Tamm  
☐ Mr. Clegg  
☐ Mr. Glavin  
☐ Mr. Ladd  
☐ Mr. Nichols  
☐ Mr. Rosen  
☐ Mr. Tracy  
☐ Mr. Carson  
☐ Mr. Hendon  
☐ Mr. Laughlin  
☐ Mr. McGuire  
☐ Mr. Nease  
☐ Miss Gandy  
☐ Personnel Files Section  
☐ Files Section  
☐ Mrs. Skillman

Mr. Tolson.....  
 Mr. E. A. Tamm.....  
 Mr. Clegg.....  
 Mr. Glavin.....  
 Mr. Ladd.....  
 Mr. Nichols.....  
 Mr. Rosen.....  
 Mr. Tracy.....  
 Mr. Carson.....  
 Mr. Coffey.....  
 Mr. Hendon.....  
 Mr. Kramer.....  
 Mr. McGuire.....  
 Mr. Quinn Tamm.....  
 Mr. Nease.....  
 Miss Gandy.....

See Me

For Appropriate Action

Send File

Note and Return

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 9/23/98 BY SP5CJ/bee

#823013

Clyde Tolson

NHM:JEB

November 18, 1942

MR. CLEGG

Re: Raymond O. Bankenship  
Little Rock, Arkansas  
Police Department  
NPA Directory

Blankenship has always been cooperative with this Bureau. However, following his graduation, he was suspended on one occasion for five days for misconduct after which he was re-instated. It appears that he was charged with drinking. Recently the Bureau had a Selective Service case on Blankenship, the facts being that he failed to register for the Selective Service assuming that he did not have to because he had a Reserve commission. The facts were that his reserve commission had been discontinued, whereas Blankenship thought that it was just in an inactive status. Blankenship has never been on the minus list, and it is recommended that his name be continued in the directory.

Respectfully,

H. H. McCabe

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, concurred in the above recommendation.

Respectfully,

For the conference

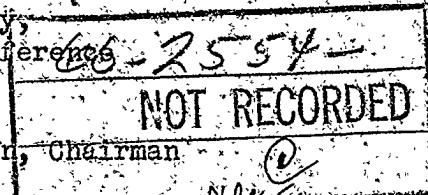
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5 C. B. C.  
#323873

58 FEB 5 1943



ORIGINAL FILED IN 1-92-2554

NHM:JBW

November 18, 1942

MR. CLEGG

Re: Chester L. Mullins  
Birmingham, Alabama  
Police Department  
NPA Directory

Mullins, a Captain in the Birmingham, Alabama Police Department refused to run a training school when requested to do so unless paid for overtime. He incurred the enmity of his superiors and has been constantly carried in a minus category practically since his graduation from the Academy. He has never attended any of the retraining sessions and, as a matter of fact, has not been invited to attend since 1939. He have had no correspondence with him since 1938.

It is recommended that his name not be carried in the new directory.

Respectfully,

H. H. McCabe

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/VBC  
#323813

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, concurred in the above recommendation.

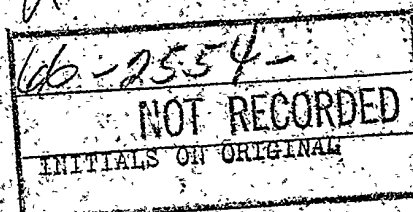
Respectfully,  
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

58 FEB 5 1943



ORIGINAL FILED IN 1-2067-13

NHM:JBW

November 18, 1942

MR. CLEGG

Re: Floyd E. Robertson,  
Sergeant, Tuscaloosa,  
Alabama Police Department  
NPA Directory

This graduate was involved in a theft of articles from his own police department after his graduation from the Academy. He was convicted of this charge and received disciplinary action in the nature of a suspension, although he was not dismissed. He has been carried in a minus category with the Bureau since this period in 1937. We do not invite him to the Retraining schools, and we have not corresponded with him for years.

It is recommended that his name not be carried in the new directory.

Respectfully,

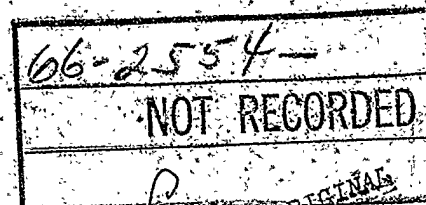
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/11/11  
#323613

H. H. McCabe

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, concurred in the above recommendation.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

301  
FEB 5 1943

HHM:JBW

November 18, 1942

MR. CLEGG

Re: James O. Barker, Captain,  
Miami, Florida Police  
Department; NPA Directory

Barker has been in a minus category since early in 1941 due to the fact that information furnished by confidential informant [redacted] of the St. Paul Division indicates that Barker is mixed up with the confidence men operating in Miami. There is considerable correspondence from the Miami Division in the files concerning this, and there appears to be no doubt but what Barker has been mixed up with the confidence men operating in this city. On the surface, he is cooperative with the Miami Division but he was not invited to attend the Retraining session in the fall of 1941.

b2  
b7D

Although Barker is in a minus category, there is no indication of any misconduct by way of drinking or carousing on his part, and he was promoted to the rank of Captain in the fall of 1941. It is recommended that his name be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/92 BY SP5CJ/bre  
#323813

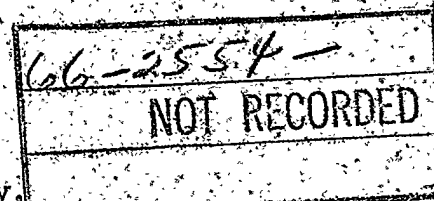
N. H. McCabe

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, concurred in the above recommendation.

Mr. Tolson \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson, Chairman  
W. R. Glavin, Secretary



ORIGINAL FILED IN 1-233-42

58 FEB 5 1943

WAC:BG

September 26, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Laughlin, Tracy, Quinn Tamm, E. A. Tamm, Rosen, Nichols, Hince, Ladd, Hendon, Carson, Kramer and Clegg, recommended favorably the suggestion of Acting SAC Sloan that, when a field office submits scores reflecting regular firearms training, there be shown on the bottom of the score card the name of the instructor. This will enable the Bureau to determine if the instructor was one that is approved and, further, will permit a closer study of the scores under the various field instructors to determine their adequacy.

If this is approved, there is attached hereto a bulletin which will establish this routine.

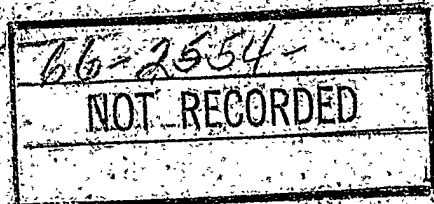
Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP3C/BK

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ cc-Mr. Glavin  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED 1-29-737A

8-7711100 10 2711100

LBH:JS

November 19, 1942

THE DIRECTOR

The Executive Conference considered and unanimously approved the following suggestions which would facilitate the routing of mail:

At the present time, mail going to the Security Division is routed "Five." The suggestion has been made and unanimously recommended by the Conference that if a Supervisor in the Espionage Unit writes to the Field requesting specific material that he will place under the caption of the case on the outgoing communication the words "Refer to 5-E."

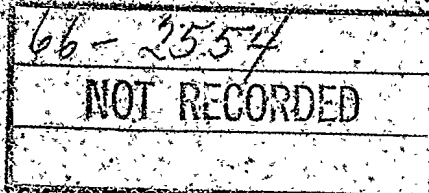
A similar designation has been provided for all other Units in Division Five and other Divisions which might have some need for them.

At the present time, it is contemplated that these designations will be used, only when a Supervisor specifically requests the Field to furnish material to the Bureau in order that it may be expeditiously routed to that particular Supervisor.

The detailed instructions on the procedure to be followed are set forth in the attached memorandum to all Bureau Officials, SACs and Supervisors.

Those present at the Conference were Messrs. Tolson, Mr. E. A. Tamm, Clegg, Tracy, Glavin, Hendon, Kramer, Carson, Quinn Tamm, Mr. Clegg and Nichols.

Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy



Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/90 BY SP5CJ/bce  
323813

Enclosure

cc - Mr. Glavin

50 JAN 20 1943



November 18, 1942

hbc;hd

THE DIRECTOR:

The Executive Conference, Messrs. Glavin, Tracy, Nichols, Ladd, Carson, Kramer, Rosen, Q. Tamm, Hince and Clegg being present, recommended the following with respect to the Bureau's manuals:

1. That instead of reissuing a new manual page whenever there is a change, that the new manual pages should be issued once a week - when changes occurred during the time.
2. It was recommended that the Bureau not require the return of the pages deleted from the manuals when new pages are placed therein, but that the old pages should be destroyed by an employee designated by the Special Agent in Charge. No receipt should be obtained for these pages.
3. As a new manual page is issued, it was recommended that the date of its issuance be listed, as "11/18/42", at the bottom of the page so that it could be determined when the manual was up-to-date.

Respectfully,  
For the Conference

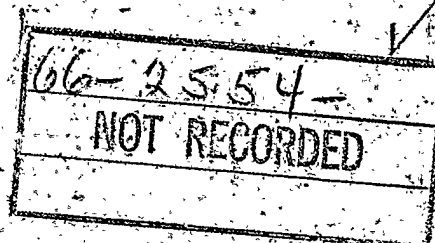
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP5CJ/HCE  
#323 013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 66-1734-415

JOHN EDGAR HOOVER  
DIRECTOR



Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.  
November 27, 1942

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Harbo  
Mr. Quinn Tamm  
Tele. Room  
Mr. Nease  
Miss Beahm  
Miss Gandy

SJT:BT

MEMORANDUM FOR THE DIRECTOR

RE: REORGANIZATION -  
BUDGET, PERSONNEL AND SUPPLIES (DIV. 3)  
ADMINISTRATIVE DIVISION (DIV. 4)

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Q. Tamm, Carson, Hendon, Hince, Kramer, Nichols, and Tracy, considered recommendations concerning the above two divisions as follows:

(1) That the name of Division Four be changed to "Division of Records and Communications" and that the name of Division Three be changed from "Budget, Personnel and Supplies" to "Administrative Division" for the reason that Division Three is more properly known as an administrative division.

This suggested change in names was suggested by Mr. Tolson in view of the recommendation of the Conference that certain radio communications work be transferred from the Laboratory to Division Four to be merged with the present communications section and also in view of the suggested transfer of the Mechanical Section (Mr. Renneberger's Unit) from Division Four to Division Three.

Mr. Nichols was opposed to any change in the name of Division Four.

(2) The Conference unanimously recommended that the Mechanical Section under Mr. Renneberger be transferred in toto from Division Four to Division Three. It was pointed out that the Mechanical Section handles the following types of work:

Photography; Photostating; Printing.

There are 130 employees in this section. The Conference previously has recommended the transfer to the Mechanical Section, the photographic duties in the Laboratory and they are included in this suggestion.

It was felt by the Conference it would be better organization to have the Mechanical Section in the same administrative unit with the supply division, the photographic section and the voucher and priority sections. It is necessary that these units work together rather closely.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

Glavin  
Secretary

cc Mr. Glavin



RECORDED COPY FILED IN 66-7855-1

66-7855-47  
DEC 24 1942

BBM:JBW

November 18, 1942

MR. CLEGG

Re: Howard R. Ingram, Detective,  
Wilmington, Delaware Police  
Department; NPA Directory

Superintendent of Public Safety, Andrew J. Kavanaugh, advised Mr. Lester in 1940 that Ingram was a bad egg and has been living notoriously with a woman in Wilmington who he is not married to and who he has taken on occasions to Washington and also to Cleveland, Ohio. This graduate also entered into an agreement to take money from the duPont Company for classifying fingerprints of the duPont Company employees which were being sent to the Bureau by the Wilmington Police Department.

It is not believed that his name should be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SPSC/bce  
# 323013

N. H. McCabe

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, unanimously disagreed with the recommendation of Mr. McCabe. Since this officer is still actively employed in the Wilmington Police Department and

Mr. Tolson the Bureau has no facts in confirmation of his alleged misconduct, Mr. E. A. Tamm it is believed that his name should be included in the directory.

Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 1-141-57

66-2554-965  
LBN:JS

November 21, 1942

THE DIRECTOR

*mem*  
The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Rosen, Clegg, Tracy, Ladd, Carson, Hendon and Nichols considered the suggestion made by Mr. Nichols regarding the tremendous increase in the mail.

It was pointed out that in October 1942, 839,224 pieces of mail were forwarded in the Files Division as compared with 423,322 pieces in October 1941; that in October 1942 there were 58,576 intra-office memoranda as against 40,411 memoranda in October 1941.

It was Mr. Nichols' suggestion that the Committee consisting of Messrs. Rosen, Tracy and Hendon carefully scrutinize all paper work being done in the Bureau with a view of cutting down all unnecessary paper work that while desirable could be dispensed with. This would apply not only to the Seat of Government communications but to communications sent to the Seat of Government from the Field.

The Conference was unanimous in recommending approval of the foregoing suggestion. There is attached hereto a letter to all SACs, including Mr. Connelley, and to Bureau Officials instructing that their views be submitted by January 1, 1943, for the consideration of the Committee.

If approved, the attached letter will be sent to all  
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5/ku  
# 323013

Respectfully,  
For the Conference,

Clyde Tolson  
Chairman

W. B. Glavin  
Secretary

Enclosure

cc - Mr. Glavin

ORIGINAL FILED IN 66-2554-965

November 19, 1942

FHL:MG

MR. TOLSON

RE: LIFE INSURANCE FOR SPECIAL AGENTS

Messrs. Richard M. Stouffer and T. L. O'Brien of the Massachusetts Mutual Life Insurance Company called at my office today to discuss further a possible plan for the issuance of standard life insurance to Special Agents through the medium of regular monthly payments. This phase of our discussion will be made the subject of a subsequent memorandum after Mr. O'Brien furnishes in writing the details of his proposition.

During our conversation I was informed that the Massachusetts Mutual Life Insurance Company had just recently agreed to issue life insurance to Special Agents of the FBI at standard rates up to \$5,000 not including disability benefits or double indemnity provisions. In accordance with past procedure it is recommended that the attached bulletin to the Field be sent out advising all Agents that the Massachusetts Mutual Life Insurance Company will now write insurance under the above conditions.

Respectfully,

R. H. Laughlin

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP1 a/b/c

Attachment

Mr. Tolson WFG:lrd

Addendum

December 4, 1942

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

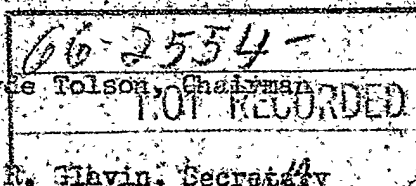
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Hince, Ladd, Kramer, Carson, Rosen, Nichols, Tracy, Quinn Tamm, Hendon and Glavin approved sending the attached Bureau Bulletin to the field.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN



3 JAN 2 1943 114

November 18, 1942

NH1:JBW:PH

MR. CLEGG

Re: Allen Poindexter, Jr.  
Montgomery, Alabama  
Police Department  
NPA Directory

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/bc  
# 32303

Since 1940, Poindexter has been carried in a minus category by the Bureau. During the Retraining Session banquet in 1940, he conducted himself in an obnoxious manner by drawing his gun, threatening to shoot out the lights, throwing rolls at the guests at the banquet table, stood on top of his table and had to be escorted out of the hotel. He was, of course, very much intoxicated. Since that time we have had no correspondence with him. He has not been invited to attend any additional Retraining Schools.

It is recommended that his name not be carried in the new directory.

Respectfully,

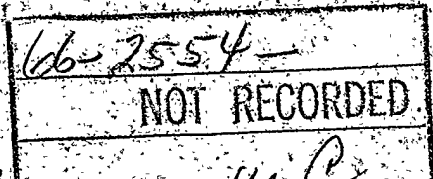
N. H. McCabe

Mr. Tolson The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince,  
Mr. E. A. Tamm Glavin, Ladd, Nichols, Tracy and Clegg being present, concurred in  
Mr. Clegg the above recommendation.  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 65-11

55 FEB 5 1943



November 16, 1942

EBH:WLS

THE DIRECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/94 BY SP5CJ/V

#323013

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Nichols, Rosen, Tracy, Carson and Hendon were advised by Mr. Nichols that Howard E. Patton of the National Council of Boy Scouts of America had recently called at the Bureau and advised that at a meeting on September 19 the National Council had placed the Boy Scouts of America on record to further the cause of identification and cooperate with the FBI to this end.

Dr. West had requested to call at the Bureau and discuss this. It has been pointed out that there were three alternatives:

1. Set up a program to fingerprint the Boy Scouts themselves. This would represent one and a half million fingerprint cards.
2. Fingerprint the families of Boy Scouts. This would represent between five million and six million cards.
3. Boy Scouts might start community programs and campaigns.

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Kramer \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

At the time of his call, Mr. Nichols advised Mr. Patton of the tremendous amount of fingerprint cards received and Mr. Patton said it would be perfectly agreeable for the Boy Scouts to possibly hold the program in abeyance.

Messrs. Tolson, Clegg and Tracy were of the opinion that we should endeavor to get the Boy Scouts to postpone the program for the duration.

Messrs. Ladd, Hendon, Carson, E. A. Tamm, Glavin, Rosen and Nichols were in favor of limiting the program to the fingerprinting of Boy Scouts themselves, it being pointed

56 JAN 6 1943

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66-2554-

NOT RECORDED

ORIGINAL FILED IN 1-14



- 2 -

out that the Bureau has long pioneered in the field of civil fingerprinting.

If the majority view is approved, it will, of course, be necessary for the Bureau to furnish the fingerprint cards to the Boy Scouts.

Respectfully,  
For the Conference,

Clyde Tolson,  
Chairman

W. A. Glavin,  
Secretary

CC - Mr. Glavin

WRG:1rd

November 25, 1942

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP5C/KSC  
#323013

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Hince, Ladd, Kramer, Carson, Rosen, Nichols, Tracy, Quinn Tamm, Hendon & Glavin considered an automobile accident involving Special Agent George H. Asdell assigned to the Seattle Field Division, the damage to the Bureau car being \$262.35.

For the information of the Director, the facts in the accident are as follows:

Agent Asdell was operating a Bureau automobile in Seattle, Washington, at a speed of about 35 miles an hour. The Bureau car driven by Asdell was the second of two cars proceeding along a four-lane, undivided highway. These two cars, the Bureau car and the other car, approached the intersection of 145th Street and Roosevelt Way, which intersection had a yellow blinker caution light for persons driving on these highways. The yellow blinker was facing our Agent, the red blinker was facing the other highway. As our Agent approached the intersection the car in front of the Bureau car swung out of the lane of traffic to the inside lane, without giving any signal, to go around a car in the right lane, the lane used by the Bureau car. Agent Asdell states that he noted another car ahead of him in the right lane which car had been ahead of the car which turned out from immediately in front of the Bureau car. Since the car still in the right lane ahead of the Bureau car appeared to be past the turning point for a right or left turn Agent Asdell thought that the car was travelling at a slower rate of speed. He then noticed that the car in the right lane, which was now the car immediately in front of our car, was in a stationary position. Asdell applied his brakes; however, the Bureau car skidded and hit the rear end of the car that was in the stationary position in the aforementioned lane. The police report covering this accident shows that the car which was ahead of the Bureau car was pushed ahead approximately 30 feet and two priests who were in the car were thrown from the front seat of the car to the back seat of the car and the damage to the car was \$251.01. The police report further stated that there was contributory negligence in that the car which was hit by the Bureau car was stopped in a traffic light and that the driver of our car, Agent Asdell, disregarded the warning signal.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

From information in the report concerning this matter it is deduced that the occupants of the car which was hit by the Bureau car had meant to make a right hand turn; however, they had gone slightly past the intersection and had backed up to make the turn that, however, when the car was hit by the Bureau car it was in a stationary position. Agent Asdell is covered in this matter by a personal insurance policy. SAC Fletcher is of the

64  
31 DEC 28 1942

RECORDED COPY FILED

MEMORANDUM FOR THE DIRECTOR

- 2 -

opinion that Agent Asdell is not at fault and concurs with Agent Asdell's comments that the accident was not his fault in that he was travelling within the proper lane within the legal speed limit, that he was paying sufficient attention to the driving of the car to observe the car in front of him turn out and around the car parked on the highway, that he could not see the car which was parked on the highway prior to the time the other car turned out and when he did see this car there was no warning that it also was not moving so he remained in the same lane.

For the Director's information concerning this matter there are certain photographs attached hereto. Photograph labelled number two shows the highway on which the car was travelling and also shows the yellow blinker light. Photograph labelled number ten shows the Bureau car after the accident. Photograph labelled number six shows the car hit by the Bureau car. It is noted that considerable damage has been inflicted on both automobiles involved.

The Conference is of the unanimous opinion that this Agent was negligent in the operation of his Bureau automobile. It cannot conceive how the Agent, if he had his mind definitely on his driving and had taken cognizance of the yellow blinker light for caution, could have, travelling at the rate of speed he was travelling at, banged into a stationary automobile. The accident occurred at 11:45 A.M. There is nothing to show that visibility was poor other than the fact that our Agent did not see the car which was hit by him until the other car had stopped at which time Agent Asdell immediately put on his brakes and skidded for about 25 feet which leaves the Conference to believe that had he been alert he would have had plenty of time within a distance of at least 25 feet to swing the Bureau car out of the lane in which it was travelling to an inside lane. There is no comment made at all in the report that there was any traffic following our car which would have prevented our Agent from swinging into an inside lane.

Should the Director approve the Conference's recommendation that this Agent be held responsible, he will be appropriately notified.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

F. E. Glavin  
Secretary

Attachments

RTH:CEG

November 21, 1942

MR. CLEGG

RE: Card Index System of Chicago Field Office

In confirmation of my conversation with you, this is to advise that the Chicago Office does not use the straight alphabetical system of sequencing index cards. It is my understanding that they used the straight alphabetical system prior to the installation of the present system which was installed the early part of this year. The system now used is known as the Remington-Rand Automatic Card Index System, under which there are nine subdivisions for each major division. This is the index system which was in use in the Bureau Files Division but which is now in the process of being changed to the straight alphabetical system.

When the Chicago Office was inspected by Mr. Gurnea in September, 1941, he pointed out the need for additional guide cards. Subsequently, the Chicago Office communicated with the Bureau and obtained authorization to install the Remington-Rand Automatic Card Index System, which was done.

In view of the fact that the change was made with Bureau authorization and that it had been completed just shortly prior to my inspection of the Chicago Office last June, I made no comment with reference to this matter in my inspection report.

Recommendation: It is suggested that you may wish to have

Mr. Tolson a survey made of the index systems employed in the several Field Offices  
Mr. E. A. Tamm the Bureau in order to ascertain existing practices. It is further  
Mr. Clegg suggested that it would be desirable for all offices to employ the  
Mr. Glavin straight alphabetical system of sequencing index cards; and that the  
Mr. Ladd Bureau issue instructions that when any new guide cards are necessary  
Mr. Nichols in the index files of any of the Field Offices, the straight alphabetical  
Mr. Rosen sequencing of cards shall be employed in order to have a uniform prac-  
Mr. Tracy tice throughout the entire field service.

Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bw  
6323013

Respectfully,

R. T. Harbo

ENCLOSURE

66-2554-

LBW:JS

November 21, 1942

THE DIRECTOR

*man*  
The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Rosen, Olegg, Tracy, Ladd, Carson, Hendon and Nichols considered the matter of having the Christmas tree program this year as we have had in previous years.

It was the unanimous opinion of the Conference that in view of the present condition that we do not have this program this year since it was felt that all employees of the Bureau would probably carry on some form of Christmas charity activities and that there was not the need of Christmas charity this year as there was previously.

Respectfully,  
For the Conference,

*Wm*  
Glyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 9/18/90 BY SP5 C. J. H. / h  
# 323,013

WRC:jh

November 26, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Kramer, Carson, Rosen, Nichols, Hendon, Hince, Tracy, and Glavin, considered the details of an accident involving a Bureau-owned automobile driven by Special Agent Alfonse F. Callabrese, assigned to the Butte Office. The damage amounted to from \$250 to \$285.

For the Director's information, the following are the details of the accident:

On October 24, 1942, at approximately 3:45 P.M., while proceeding to Wolf Point, Montana, on Highway #2, Agent Callabrese was involved in an accident. Agent Callabrese advised that the highway was in a very icy condition, with a light covering of newly fallen snow; that the road was approximately two and one-half cars in width with a six-foot embankment on either side. He advised that he was driving at approximately 35 miles per hour. He noticed a car coming from the opposite direction and he, Callabrese, edged over to the right side of the road and released the pressure on the gas accelerator. After the car passed, Callabrese applied more gas and the Bureau car skidded on the icy road and veered toward the embankment. Callabrese advised that he then applied the brakes on the car just as the front of the car was going over the embankment, which resulted in the car's turning around once, landing on its top, and then rolling over on its right side.

Agent Callabrese further stated there were no chains used on the car inasmuch as there was only a light film of snow on the highway and it was felt the use of chains on the icy road would have been detrimental to the operation of the car. He also advised that there were no witnesses to the accident, the occupants in the car which had been passed by Callabrese not witnessing the accident, inasmuch as they are no way at fault and had no reason to feel that an accident would occur.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

SAC Logan stated that Callabrese had been primarily experienced in city driving; had had practically no experience driving on country highways; and that his experience in driving on snow and ice has been

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INITIALS ON ORIGINAL



very limited. Logan feels that a person thoroughly schooled in driving an automobile on ice and snow could have prevented the accident; however, this is a very controversial point. He further stated that inasmuch as this Agent had been rated by the Bureau as being a qualified automobile driver, he does not feel that he should be held responsible for the repair to the Bureau car. Mr. Logan stated that in his opinion chains should not have been used on the car and that at the time of the accident chains would have been of no value in the prevention of the accident.

The Conference is of the opinion that Callabrese should be held responsible for this accident. There are several reasons advanced by the Conference for this decision:

- 1) Callabrese supposedly was qualified in the use of a Bureau owned automobile. It was pointed out by the Conference that all Agents in New-Agents' Schools are thoroughly acquainted with the Bureau regulations concerning driving automobiles and Mr. Glavin pointed out to the Conference that he personally before every New-Agents' School has definitely brought such conditions to the attention of the Agents and has advised them to be not at all hesitant in advising the SAC if they do not feel they are qualified to drive under any and all conditions. SAC Logan's comments concerning Mr. Callabrese's lack of experience in driving on ice do not hold since he undoubtedly had been driving this car under such conditions prior to the time of the accident.
- 2) The car which passed our car in no way was involved in the accident, pointing out that the passage could be safely made and the roads safely negotiated.
- 3) Callabrese was going at about 35 miles an hour and in passing the car he let his foot off the accelerator and as soon as he passed the car he stepped on the gas. I know that Callabrese must have had sufficient driving experience since he went to school here in Washington and comes from one of the northern states to know that accelerating a car quickly on a very light film of snow with ice underneath is going to spin and swing the car.
- 4) Agent Callabrese then jammed on the brakes. One of the primary rules of driving, whether it be on snow or ice or on wet pavement, is the fact that when going into a skid, the worst thing to do is to slam on the brakes. The sensible thing to have done was decelerate slowly and point the car in the same direction as the rear of the car to bring it out of the skid. Had he done this, it is entirely possible that the accident would not have occurred because he stated when the car was headed for the bank he applied the brakes which caused the car to reverse itself and roll down the bank. He probably would have stopped the skid if he had followed this primary rule of driving.



-3-

Should the Director approve the Conference recommendation, the Special Agent in Charge and Special Agent Callabrese will be appropriately notified.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. H. Glavin  
Secretary

WRG:jh

November 26, 1942

THE DIRECTOR

O.  
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Ladd, Nichols, Tracy, Carson, Hince, Hendon, Kramer, Clegg and Glavin, considered the matter of employees of the Bureau wearing badges while on duty.

It was pointed out that a problem has arisen in connection with the wearing of badges containing photographs and the practicability of In-Service Agents and New Agents wearing such badges when they are in the Department of Justice Building from 9:00 A.M. to 9:00 P.M. The suggestion was advanced that the rule pertaining to the wearing of badges apply to all employees at the Seat of Government with the exception of those with the status of Special Agent or above. The proponents of this suggestion pointed out that this would solve the problem inasmuch as the Agent supervisors in the building are well known and are usually restricted to the offices in which they work or in which they have business; that the clerical employees and messengers are those who need some identifying badge; thus, the above recommendation is advanced.

Messrs. E. A. Tamm, Ladd, Tracy, Carson, Hince, Hendon, Kramer, and Clegg were of the opinion that the aforementioned suggestion should be adopted. They point out that, as a matter of fact, it is not necessary for Agents and above to wear such identifying badges since they have their identifying commission cards if needed.

Messrs. Tolson, Quinn Tamm, Nichols, and Glavin are of the very definite opinion that all employees of the FBI assigned to the Seat of Government, regardless of rank, should wear the necessary badges. The minority pointed out that the Bureau has many times in the past suggested to plant officials and officers that identifying badges should be worn by all employees. It was further pointed out that such identifying badges are used in a great many buildings in Washington today and that no distinction is made between the supervisory, executive, or clerical personnel. Those feeling that badges should be worn cannot concur with the majority opinion that Agents assigned to the Seat of Government are known and no identifying badges are needed. It is felt there are great many Agents assigned to certain of the divisions at the Seat of Government the present time whose identities are not known and who should have on their persons such identifying badges; further, that it should not be necessary to use credentials at all times to identify themselves within our own building. Those in the minority, therefore, recommend the retention of the rule making it necessary for all employees at the Seat of Government to wear badges.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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the badges previously given to them, and it is felt by the minority that instructions should again go forward that it is incumbent upon all employees to wear the badges issued to them.

Messrs. Tolson, Quinn Tamm, Nichols, and Glavin also feel that in so far as In-Service and New Agents are concerned, if it is not possible to have badges prepared for them with photographs, a plain badge without any photograph, name mark, or identification should be issued to those Agents to wear while in the building so we would know who such individuals are. Since there would be no identifying data on the badges, if such badges were lost, they could not be used to gain entrance to the building.

Instructions concerning this matter are being held in abeyance pending the Director's decision concerning the continuance of wearing badges by all employees at the Seat of Government.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

hnc:hd

November 18, 1942

THE DIRECTOR:

The Executive Conference, Messrs. Glavin, Tracy, Nichols, Ladd, Carson, Kramer, Rosen, Q. Tamm, Hince and Clegg being present, recommended the use of the rifle and pistol ranges which have been recently located by the Miami Office. The former range at Homestead, Florida is no longer safe since numerous individuals have moved into shacks near-by and a road has been opened which makes the range unsafe.

A rifle range and a pistol range have been located six and ten miles respectively from Miami. The County Authorities will fix the pistol range up without cost since it is owned by the County Stockade. The rifle range is used by the U. S. Army Air Corps at Miami. It is located just beyond Miami Beach and is safe. The range, however, is only 175 yards in length and there is no way it can be lengthened to 200 yards. A firearms expert who recently inspected it points out that the shots go out into the ocean and, since this is a range used by the Army Air Corps, military authorities have patrol boats patrolling constantly five miles out in the ocean to prevent craft from coming within the range of fire. Although the Army Air Corps uses the range practically all the time, they will permit the Agents to use it whenever they desire to do so. Due to the flatness of the country, the likelihood of locating a more desirable range appears very remote and it was felt that practice at 175 yards rather than 200 yards would be adequate to provide the essential training necessary. No other range is available.

If this is approved, the Miami Office is being advised accordingly. The ranges have been recommended for approval by Special Agent Roy Morgan, the qualified firearms instructor who inspected them.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 9/18/90 BY SP5C/BCE

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Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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ORIGINAL FILED IN 66-3760-13-327

NRG:jh

November 26, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Nichols, Clegg, Tracy, Ladd, Carson, Hendon, and Glavin, considered a suggestion submitted by George G. Dippold, Chief Clerk of the Pittsburgh Office, concerning the filing of leave records in the file.

SAC Conroy in inspecting the Pittsburgh Office ascertained that all leave records were filed in one envelope instead of in the various administrative files of the Agents and clerical employees and that when leave entries were made there was less confusion and time spent since groups of files did not have to be pulled to make the necessary entries. SAC Conroy felt this was a good procedure and recommended that the Bureau consider it for the Field.

For the Director's information, the field leave records are maintained in the administrative files of the affected employee. When an employee has leave approved, it is necessary for the Clerk to remove the card, make the entry, and replace it; undoubtedly, in some of the larger offices this creates a load of work. When an employee is transferred, his leave card is removed and sent to the new office of assignment of the employee.

The Conference feels that the suggestion made by Mr. Dippold is an excellent one and recommends that instructions go to the Field concerning this matter, instructing that in the future leave records be maintained in one file rather than in the various administrative files in the field office.

Mr. Tolson \_\_\_\_\_ Subject to the Director's approval such a communication is  
Mr. E. A. Tamm \_\_\_\_\_ attached hereto, together with a letter of thanks to Chief Clerk Dippold.

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Kramer \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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Attachments 64

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FEDERAL BUREAU OF INVESTIGATION

54770

Room 5744 12/10

1942

To: ☒ Director  
☐ Mr. Edward Tamm  
☐ Mr. Clegg  
☐ Mr. Glavin  
☐ Mr. Ladd  
☐ Mr. Nichols  
☐ Mr. Rosen  
☐ Mr. Tracy  
☐ Mr. Carson  
☐ Mr. Hendon  
☐ Mr. Laughlin  
☐ Mr. McGuire  
☐ Mr. Nease  
☐ Miss Gandy  
☐ Personnel Files Section  
☐ Files Section  
☐ Mrs. Skillman

Mr. Tolson  
 Mr. E. A. Tamm  
 Mr. Clegg  
 Mr. Glavin  
 Mr. Ladd  
 Mr. Nichols  
 Mr. Rosen  
 Mr. Tracy  
 Mr. Carson  
 Mr. Coffey  
 Mr. Hendon  
 Mr. Laughlin  
 Mr. McGuire  
 Mr. Nease  
 Mr. Quinn Tamm  
 Mr. Nease

See Me For Appropriate Action

Send File Note and Return

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Clyde Tolson

54771

BHM:JBW

November 18, 1942

MR. GLEGG

Ref: Fred J. Manning, Traffic  
Inspector, Miami, Florida  
Police Department;  
NPA Directory

Manning, during the time he attended the Academy, was very sarcastic and asked nasty questions in class which were entirely uncalled for. He failed to inaugurate a training program upon his return to his department. Although Manning is not one of our best graduates and is reported to be a very lazy individual, it is recommended that his name be included in the new directory.

Respectfully,

N. H. McCabe

The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Glegg being present, concurred in the above recommendation.

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DATE 9/11/82 BY SP5/SLK

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Glegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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8 FEB 1943

ORIGINAL FILED IN 1-193



64774

hnc:hd

November 18, 1942

THE DIRECTOR:

On September 16, 1942, the Bureau authorized Field Offices to use in interoffice letters the words "SAC, New York" instead of writing out the full name and title in the address, and the words "Yours truly" instead of "Very truly yours" for the complimentary close. This program was inaugurated on a 30-day basis as an experiment.

As a result of the experiment, the following suggestions have been submitted and approved by the Executive Conference, those present being Messrs. Glavin, Tracy, Nichols, Ladd, Carson, Kramer, Rosen, Q. Tamm, Hince and Clegg:

1. That the present method of address on the letter be continued.
2. That the words "Very truly yours" be used instead of "Yours truly" since on all other communications "Very truly yours" is used and this established uniformity.
3. That instead of writing out the words "Special Agent in Charge" in the signature, the letters "SAC" underneath the name of the Agent in Charge would be sufficient.

If the above changes are approved, there is attached hereto a Bulletin to this effect.

Respectfully,  
For the Conference

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# 323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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HHC:JHJ

October 13, 1962

THE DIRECTOR

52767

The Executive Conference, those present being Messrs. Tolson, Glavin, Nichols, E. A. Tamm, Tracy, Quinn Tamm, Rosen, Kramer and Clegg, considered the question of inviting Departmental officials to attend the graduating exercises of the FBI National Police Academy on October 31st.

Mr. Rosen felt that those Departmental officials whom it is customary to invite to the graduating exercises, including the Attorney General, be invited to attend these exercises since the precedent has been established.

All other members of the conference felt that it was unnecessary to invite Departmental officials by special invitation, particularly since the exercises are now held in an auditorium outside the Department of Justice building, although it was thought that an oral invitation should be extended to Judge Holtzoff, Dean Dickinson and Colonel Gates, and that these oral invitations should be very informal and during the course of other conversations.

Respectfully,  
For the Conference

Glyde Tolson,  
Chairman

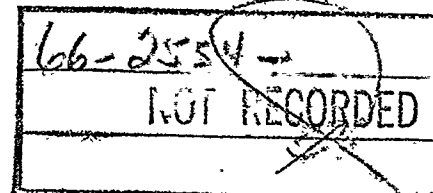
W. R. Glavin,  
Secretary

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DATE 2/11/90 BY SP5CJ/KCJ  
#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

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November 13, 1942

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DATE 9/18/50 RE SO C

SAC Hood points out that the radio operators at Los Angeles offered to conduct such a course. A poll was taken of the personnel in the Los Angeles office as a result that 35 stenographers, 12 clerks, and 48 agents stated they would like to take the course and would be willing to attend each session and complete the same. Such a course would require approximately 36 hours of instruction.

Mr. Hord pointed out that in view of the response totalling 95 employees, he felt the class should be started. He further pointed out that there will be occasions when the knowledge of radio code will be of advantage to agents and in view of the Selective Service situation, it is possible that some time in the future the Bureau may be forced to employ female radio operators.

The conference with the exception of Mr. Tolson and Mr. Nichols were in favor of authorizing the Los Angeles office to start a radio code class. Mr. E. A. Tamm stated he considered the reaction of the personnel of the Los Angeles office to be exceptionally good and felt they should be commended for their attitude in being willing to learn something that might be of benefit to the Bureau's work. Messrs. Tolson and Nichols opposed the suggestion on the ground that the Los Angeles office must have plenty of work to do without spending the time required to complete the radio code class.

Mr. Rosen \_\_\_\_\_ If approved, the Los Angeles office will be advised and the  
Mr. Tracy \_\_\_\_\_ necessary equipment furnished. The cost of practice equipment will be  
Mr. Carson \_\_\_\_\_ small.

Respectfully,  
For the Conference

Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. B. Glavin  
Secretary

cc Mr. Glavin

ORIGINAL FILED IN 62-976-151K

JAM:HJC

October 17, 1942

64769

MEMORANDUM FOR MR. TRACY

RE: Telephone Training School  
at New Haven, Connecticut

Simmons called from New Haven stating that through his contacts with the Telephone Company there he had learned that on November 1, the Telephone Company was starting a two week's school for their employees. The school will give instructions to the telephone men along the lines of line work and the technicalities involved in the various telephone line problems. He stated that he could get a Bureau representative in this school under a pretext of being a representative of G-2 or of being a Telephone Company employee. The latter would seem more desirable. Due to the many advancements in the developments of telephones and telephone apparatus it is believed that such a course of instructions would be valuable to a representative of the Bureau.

RECOMMENDATION: It is recommended that arrangements be made through Simmons whereby a technician of the Laboratory (I suggest Mr. E. J. Cronin) be enrolled in this school. Simmons can arrange it so that he can be represented in the schools as a telephone employee.

Respectfully

s/ E.P. Coffey

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DATE 9/11/85 BY SP-1/BAW  
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ORIGINAL FILED IN

LPB:TD

September 14, 1942

64772

**THE DIRECTOR**

The Executive Conference, consisting of Messrs. Tolson, Tamm, Ladd, Clegg, Rosen, Glavin, Nichols, Tracy, Carson, Hendon and Kramer, considered the suggestion advanced by Special Agent James Butler Dwyerhead of the Los Angeles Office that the Bureau send to all field offices at periodic intervals a check list containing the names of persons involved in the more important espionage cases so that these names might be indexed in the field office for future reference. The Agent's thought was that by such a procedure the field offices might identify information of a nonpolitical nature concerning some of these individuals which would ordinarily be placed in the field office files without copies going to the Bureau.

The Conference was of the opinion that this suggestion has some merit, but that such a project operated as a matter of routine would result in a considerable amount of unnecessary clerical work in the Bureau's field offices. It was the opinion of the Conference that the same results could be accomplished in a more efficient manner by furnishing names to the field offices on a selected basis in connection with the supervision of individual espionage and sabotage cases. This will be done by the Security Division in connection with the supervision of such cases.

An appropriate letter to the Agent who made the suggestion is attached.

Respectfully,  
For the Conference,

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson,  
Chairman

D. R. Glavin,  
Secretary

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HEREIN IS UNCLASSIFIED

DATE 2/12/90 BY SP5 CJP/bee

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Original in 66-6200-65-206

L33:VLS

September 12, 1932

64768

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Ladd, Clegg, Rosen, Glavin, Kramer, Carson and Nichols considered the matter of indexing the page numbers in investigative reports.

It was pointed out that frequently it is necessary to thumb through a report to secure all information on numerous individuals. Except in a few instances, a table of contents is not prepared to go with investigative reports in the Field, and if the page numbers of all reports were indexed, it would present a tremendous burden. For example, if the names were indexed by page number in all reports of ten pages or over, this would require eighty-one additional clerks in the Files Section.

The Files Section recommends that the names of all individuals be indexed in reports of twenty-five pages or over. Approximately forty-six reports are received each week, and this would require the services of approximately four employees.

The Conference was unanimously in favor of the adoption of this procedure. Accordingly, the attached memorandum is submitted for approval.

Respectfully,  
For the Conference,

Glyde Tolson  
Chairman

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HEREIN IS UNCLASSIFIED  
DATE 9/11/88 BY SP5C/lee

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| U. S. DEPARTMENT OF JUSTICE |
| RECORDS SECTION             |
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son \_\_\_\_\_  
A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Coffey \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Enclosure

CC - Mr. Glavin

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~~CONFIDENTIAL~~

August 29, 1942

54773

SJT:lhk,bt

THE DIRECTOR

The Conference considered a suggestion made by Mr. Appel of the Laboratory that the Bureau should establish a Laboratory in Central and South America to handle censorship intercept work. Mr. Appel pointed out the unsatisfactory nature of some of the intercepts received from the British at Bermuda and other points.

Mr. Appel advises that many of the intercepts received by the Bureau are copies, either photostatic or otherwise, and that the reproductions are not good in that in many instances it is not possible to read all of the letters clearly. He further points out that where originals are submitted in many instances attempts have been made by the censorship authorities to do laboratory work on the originals with the result that proper further laboratory work by the Bureau is most unsatisfactory.

The Conference, consisting of Messrs. E. A. Tamm, Ladd, Clegg, Kramer, Laughlin and Tracy, was unanimously opposed to establishing such a laboratory.

Respectfully  
For the Conference

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Declassify on OADR 7/22/90  
\*322513~~

Clyde Tolson  
Chairman

H. R. Glavin  
Secretary

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE~~

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
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Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

~~CONFIDENTIAL~~

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~~CONFIDENTIAL~~

54776

July 25, 1942

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 11-15-2018

ORC:LL

THE DIRECTOR

C.I. S.I.S. ~~SECRET~~

With regard to the suggestion from [redacted] in Canada to the effect that leads and other requests for investigations in Canada, from field offices not maintaining liaison with officials of the [redacted] be forwarded to Agent Lynch in order that he might have the necessary inquiries conducted by [redacted] please be advised that this suggestion has again been considered by the Executive Conference, Messrs. Tolson, Tracy, Glavin, C. Tamm, Rosen, Hince, Ladd, Kramer and Carson being present.

b7D

The Conference is of the opinion that this material should be transmitted to [redacted] through the Bureau at Washington, D. C., rather than directly from interested Bureau field offices; further, that a bulletin to the field should be prepared in this connection, setting out appropriate instructions.

A suggested Bureau bulletin and a letter of reply to C.I. S.I.S. are attached.

Respectfully,  
For the Conference

~~ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE.~~

Glyde Tolson  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

~~unable to locate original H. R. Glavin  
Copied by [redacted] Sec. Secretary  
Excluded by [redacted] 1/18/90  
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ORIGINAL IN 62-3

November 17, 1942

LBH:WLS

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Rosen, Carson and Hendon considered the monthly programs which are being held for the employees of the Bureau.

It was the unanimous recommendation of the Conference that the program at the Departmental Auditorium on December 8 be made up of talent from the Bureau, and if approved by the Director, a variety amateur program will be worked out.

Respectfully,  
For the Conference,

Clyde Tolson,  
Chairman

W. E. Glavin,  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/18/90 BY SP5 a/bce  
# 323,013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg CC - Mr. Glavin  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554  
NOT RECORDED

November 2, 1942

SJT:BT

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/18/90 BY SP5CJ/1/c

THE DIRECTOR

RE: RADIO ACTIVITIES

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Rosen, Carson, Hendon, Nichols, U. Tamm, Kramer and Tracy, considered a suggestion to send cryptic radio messages directed toward Germany and Italy.

The purpose of the radio messages will be to cause Germany and Italy considerable confusion and cause a great deal of work to be performed in attempting to solve the messages utilized. Knowing the thoroughness with which the Germans, particularly, monitor all radio messages, the proposed plan to send cryptic messages should tie up large numbers of German employees in this activity.

If approved, the messages will be so sent they will appear to be a part of a two-way circuit between the United States and U. S. spies operating in Italy and Germany. The messages will be sent in a cipher of a nature that the Germans and Italians will undoubtedly break, whereupon the messages will be found to contain short messages indicative of espionage activities in Italy and Germany. It will take a considerable number of cryptanalysts to break the messages as they will be changed from time to time. It will also cause the use of a considerable force of field investigators trying to locate the spies using the circuit. It will probably cause a fair amount of unrest and misapprehension within their own counterespionage organizations when they fail to find the so-called spy ring.

Mr. Tolson That FBI spies are operating in Germany would rather logically  
Mr. E. A. Tamm tie in with the impression created in the recent saboteur case and as set out  
Mr. Clegg in the recent March of Time picture entitled "The FBI Fronts." Details of a  
Mr. Glavin strategy plan of operation are attached, and if approved the project can be  
Mr. Ladd started immediately. The only work involved on the part of the Bureau will be  
Mr. Nichols about one hour's time each day on the part of one radio man.

Mr. Rosen If approved, it is suggested the Director send a letter to advise  
Mr. Tracy the President and possibly OSS.

Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

R. R. Glavin  
Secretary

cc Mr. Glavin

DEC 23 1942

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November 18, 1942

THE DIRECTOR:

<sup>D</sup>  
The Executive Conference, Messrs. Glavin, Tracy, Nichols, Ladd, Carson, Kramer, Rosen, Q. Tamm, Hince and Clegg being present, recommended that in issuing future Bureau Bulletins and SAC letters that only one side of the page be used in printing instructions which go into these communications.

This recommendation is made in order to facilitate the examination of these communications and in view of the fact that an actual paper shortage no longer exists.

Respectfully,  
For the Conference

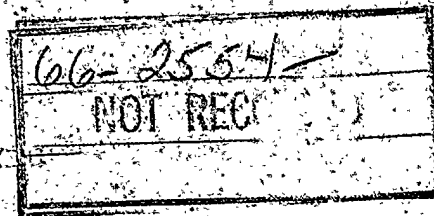
Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

CC: Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/18/90 BY SPSC/1600  
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REM:EC

December 4, 1942

MR. CLEGG

RE: E. E. PFEIFFER  
Police Department  
Pensacola, Florida  
MIA Directory

Pfeiffer attended the Academy in 1938, and has been a patrolman of the Pensacola Police Department since that date. He has had considerable trouble with his city manager and chief and has not engaged in any training activities. He was inducted into the military services, but was disqualified due to his physical condition and is presently employed as a patrolman with the Pensacola Police Department.

Although this graduate will probably never amount to anything, there is nothing adverse about him, and it is recommended that his name be included in the new directory.

Respectfully,

H. H. McCabe

66-2554-  
NOT RECORDED

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg recommended that this individual's name not be included in the Directory.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/18/90 BY SP5 a/bce

#323013

54 FEB 1943

ORIGINAL FILED IN 1-196

LBW:JS

November 21, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5 WLB/62  
# 323213

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Rosen, Glegg, Tracy, Ladd, Carson, Hendon and Nichols has considered the request of the San Francisco Office to become affiliated with the California State Teletype System.

For your information, the California State Teletype System was founded in 1931. At first, all stations on the hook-up received all messages that were transmitted. By 1936, however, it was felt that subscribers to the system did not give confidential messages their proper degree of secrecy and in 1936 the dial and selector system was installed. By this means, one subscriber dials another subscriber through a central switchboard. Once a connection is established, the keyboard on all other stations is locked so that the other stations cannot intercept the message. If, however, several stations are desirous, they can be hooked up on the same call.

If the Bureau approves the San Francisco Office joining the California State Teletype System, a private line would be installed in the San Francisco Office which would run to the switchboard in the State Building in San Francisco. When the San Francisco Office would desire to call the sheriff or the police department, they would merely turn on the machine, write on the teletype the subscriber's or subscribers' number to whom they desired a message be sent; the operator at the switchboard would then effect the connection.

At fixed times daily, bulletins of general interest are sent to all subscribers. The system is in operation twenty-four hours a day.

If installed, the San Francisco Office would use this setup to receive complaints of Selective Service violations, and other routine matters, from police departments; in turn, the San Francisco Office would forward complaints to police.

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departments and offices pertaining to Selective Service and other routine matters not necessitating extreme secrecy.

It would cost \$15.00 to install the machine, and there would be an operating charge of about \$29.00 per month. The San Francisco Office advises that in handling Selective Service cases alone, by being a part of the California State Teletype System would save us approximately \$180.00 a month in long distance telephone calls. Furthermore, there would be a saving in stenographers' time since the message would be typed out on the machine and when the report was submitted it would come in automatically and would not require dictation and the typing of a memorandum. Mr. Pieper points out that from the standpoint of Selective Service telephone calls alone, there would be a considerable financial saving inasmuch as most of the law enforcement agencies who make the calls either are subscribers to the teletype system or have access to one of the machines. If the San Francisco Office uses their regular teletype to call a police department it would be charged so much a message and the charge per message would far exceed the monthly fixed rate of \$29.00.

Mr. Pieper states that at times long distance telephone lines are so overburdened that there is a delay of from one-half hour to three hours. Of course, this has been corrected by the priorities system. Messrs. E. A. Tamm, Glavin, Clegg, Rosen, Carson, Tracy, Hendon and Ladd were opposed to granting the San Francisco Office approval to subscribe to this system on the basis that information furnished to the police would not be confidential. Mr. Nichols pointed out that, of course, there was an element of truth to this and that probably persons might have access to the teletype machine. However, if it were used for simply routine matters, it would make little difference if somebody did intercept a message. Furthermore, it is felt that in view of the savings we should go into this; also, in view of the time element involved in placing long distance calls.

It was the recommendation of Mr. Nichols that the San Francisco Office be permitted to subscribe to the California State Teletype System for a limited period of time and then reconsider the matter since it was felt in view of Mr. Pieper's recommendation and information which he has furnished that it would be to the Bureau's advantage to be a part of this system. For your information, we authorized the New York Office sometime ago to effect a direct hookup with the New York City Police Department. A further advantage by being a part of the system would be that the San Francisco Office would receive all broadcasts being put out by the police.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin



NHM:JBW

November 18, 1942

MR. CLEGG

Re: Ellis J. Wyatt, Captain,  
Arizona State Highway Patrol  
NPA Directory

Wyatt has been carried in a minus category following his becoming involved in a divorce scandal at Prescott, Arizona in 1937. He received some newspaper publicity and there were some very embarrassing allegations. His name was removed from the Bureau's mailing list at this time, but he was replaced on the mailing list when he became Captain and Director of Training for the Arizona Highway Patrol in 1941, and he attended the re-training school in the fall of 1941.

It is recommended that his name be continued in the directory.

Respectfully,

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DATE 9/15/90 BY SP5C:jbw  
#323013

N. H. McCabe

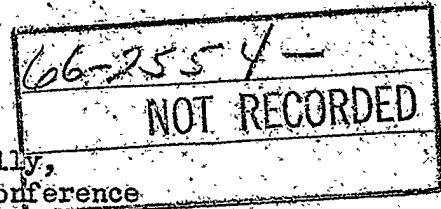
The Executive Conference, Messrs. E. A. Tamm, Rosen, Carson, Hince, Glavin, Ladd, Nichols, Tracy, and Clegg being present, concurred in the above recommendation

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 66-2554-197-210

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WRG:jh

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

November 16, 1942

CC-287

Mr. Tolson ✓  
Mr. E. A. Tamm ✓  
Mr. Clegg ✓  
Mr. Glavin ✓  
Mr. Ladd ✓  
Mr. Nichols ✓  
Mr. Rosen ✓  
Mr. Tracy ✓  
Mr. Carson ✓  
Mr. Coffey ✓  
Mr. Hendon ✓  
Mr. Kramer ✓  
Mr. McGuire ✓  
Mr. Harbo ✓  
Mr. Quinn Tamm ✓  
Tele. Room ✓  
Mr. Nease ✓  
Miss Beahm ✓  
Miss Gandy ✓

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Carson, Hendon, Ladd, Tracy, Kramer, Hince and Glavin, considered the recommendation that an office be opened at Laredo or Brownsville, Texas, for the purpose of covering the lower Rio Grande section of the Mexican Border.

For the information of the Director there are attached hereto two maps covering our office distribution in Texas: the first, labelled "A", showing our present set up in Texas; and the second, labelled "B", showing the proposed set up in Texas provided a new Field Division is opened to cover the Laredo-Brownsville Area.

If a new Field Office were set up covering this particular portion of Texas, it would include two divisions of the southern judicial district, presently covered by San Antonio, namely Laredo and Brownsville divisions. It would also include the Corpus Christi division of the southern judicial district, presently covered by the Houston Office.

Terms of Federal Court are held in Laredo, Brownsville, and Corpus Christi. In the western extremity of the proposed Laredo or Brownsville division, there will be two counties presently covered by the western judicial district of Texas under the jurisdiction of the San Antonio Office, Maverick and Dimmit Counties. These counties on the attached map showing the Brownsville or Laredo Area are identified by the figure "1". Cases originating in Dimmit County would ordinarily be heard at San Antonio, Texas, while cases in Maverick County are usually heard in Del Rio, Texas, which city is under the jurisdiction of the San Antonio Office and will remain under that jurisdiction.

Under the proposed set up there would be twenty-one counties assigned to the Laredo - Brownsville Field Division, having a total population of 403,000 persons.

Included would be the cities of Brownsville, population 22,160; Laredo, 38,921; Corpus Christi, 57,443; Eagle Pass, 6757; Rio Grande 3822.


With reference to the transportation facilities in the proposed new Field Division, there are adequate transportation facilities between Corpus Christi, Laredo, and Brownsville; however, north and west from Laredo, rail facilities are inadequate, but there is a good highway system and all points in the district are easily accessible by means of automobile transportation.




The Conference was of the unanimous opinion that such an office should be opened, the location of the office to be determined primarily by the availability of space at either Laredo or Brownsville since there appears to be little preference as to the location of the office from the operation viewpoint. The Conference was further of the unanimous opinion that the office, if opened, should extend to cover the counties mentioned, extending, in fact, along the Gulf Coast as far north as Aransas County in order to include the city of Corpus Christi and as far west along the Rio Grande River as to include Maverick County, thereby covering Eagle Pass, Texas, which is a point of considerable border crossing activities. This proposed office will not only facilitate the handling of work on the Mexican Border, but will appreciably cut down the amount of work pending in the San Antonio and Houston Offices in order to facilitate the administration of those offices.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

  
W. A. R. Levin  
Secretary

Attachment.



HHC:BG

November 14, 1942

THE DIRECTOR

The Executive Conference considered a suggestion which originated at the Supervisors' Conference of the Training and Inspection Division that a regular Gridiron Club type of banquet be held for Bureau supervisors and officials with a view to developing a close relationship between the comparatively large staff which now exists in Washington, that such a banquet be held annually and that the principal entertainment be provided by the supervisors who could "place the officials of the Bureau on the gridiron without the hazards of impending transfers." It would not be necessary for the banquet in question to be such an elaborate affair that it would violate the rationing rules and it was felt that such a meeting with Bureau officials and supervisors would be most helpful in bringing all divisions of the Bureau closer together and in fostering a friendly relationship throughout the Seat of Government supervisory staffs.

Messrs. Tracy and Clegg were in favor of the suggestion.

Messrs. Glavin, E. A. Tamm, Nichols, Carson, Hendon, Rosen, Ladd and Tolson were opposed to the suggestion on the basis that the Bureau might be subject to criticism for the banquet to be held which would not subscribe to the "meatless days" rationing plan and particularly during the food shortage. Furthermore, it was felt that this was an unnecessary procedure in view of the annual banquet of the National Police Academy retraining courses which are attended by all supervisors, officials and members of their families who desire to be present.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

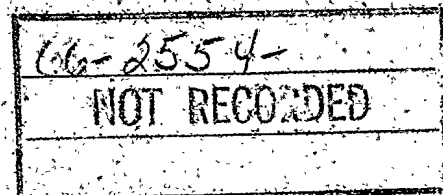
W. R. Glavin  
Secretary

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HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY 852/bce

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cc-Mr. Glavin

ORIGINAL FILED IN 62-26146-3074

WRG:lrd

November 11, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Tracy, Kramer, Carson and Glavin considered a memorandum submitted by Mr. E. H. Laughlin, Chief Clerk, concerning group hospitalization.

For the Director's information, a great many of the employees at the Seat of Government are members of Group Hospitalization, Incorporated. This group hospitalization permits employees and their families to receive medical treatment at very reasonable prices.

At the present time we have designated our own collectors in the various sections of the Bureau and all funds collected are turned over to the head collector assigned to the Chief Clerk's Office. In the past it has always been the policy for a representative of Group Hospitalization, Incorporated to call at the Bureau and secure the funds collected.

At the present time an inquiry has been made by a representative of Group Hospitalization, Incorporated to the effect that the organization would appreciate it if the funds collected could be delivered to Group Hospitalization headquarters at Washington, D. C. The representative for the organization stated that the present collector is going into the Army, that he is the 8th employee they have had in the past year for this type of work and that they cannot get a replacement for their present employee. The Group Hospitalization Incorporated would accept the responsibility for any losses of theft of the collections while enroute from the Bureau to the Group Hospitalization Office. Any taxi fare expended to travel to and from the Group Hospitalization Office would be defrayed by that organization.

Mr. E. A. Tamm  
Mr. Clegg The Conference points out that these collections at the present time are made from the various employees and a considerable amount of money is had, nickles, Mr. Glavin, quarters, etc., and the Conference recommends that after all collections are made, that the money be deposited to the account of the FBI Recreation Association and that a check be drawn by the FBI Recreation Association to the credit of the Group Hospitalization, Incorporated and the check delivered. There, therefore, Mr. Glavin would not be any funds subject to theft or loss in transportation from the Bureau to the Group Hospitalization headquarters.

Mr. Coffey ALL INFORMATION CONTAINED

Mr. Hendon HEREIN IS UNCLASSIFIED

Mr. Kramer DATE 9/1/88 BY SP2/bce

Mr. McGuire #323013

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

Secretary

ORIGINAL FILED IN 62-36053-3

53 DEC 12 1942

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| 66-2554-     |
| NOT RECORDED |

INITIALS

November 16, 1942

LBH:WLS

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Tracy, Carson and Kramer considered the suggestion of Robert Milne regarding the practice of sending Personal and Confidential Bulletins to Bureau Officials in sealed envelopes.

The Conference was of the unanimous opinion that it was not necessary to place these bulletins in envelopes, and that they could be routed around.

Mr. Kramer also made the suggestion that SAC letters and bulletins be sent out directly by Mr. Renneberger and not be returned to the individual Division for sending out. The practice has always been that when an SAC letter is sent out, the Division from which it originated would assemble the letter and check off the copies to the various offices and SAC's.

The Conference was unanimous in recommending that our current practice be changed, and that once a letter to all SAC's is approved, after its preparation in the Mechanical Section it be sent out by the Mechanical Section, after it has been assembled with abstracts, and after copies have been checked off to the various Bureau Officials and SAC's.

For your information, Bureau Bulletins are now handled in this way.

If approved, a memorandum is attached.

Respectfully,  
For the Conference,

Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Colley \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
Guire \_\_\_\_\_  
Tamm \_\_\_\_\_  
Gandy \_\_\_\_\_

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/1/90 BY SP2/lee  
#323013

66-2554-

NOT RECORDED

DEC 12 1942

351

ORIGINAL FILED IN 66-2554-951

November 7, 1942

LBN:WLS

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Hince, Kramer and Quinn Tamm considered the request of Chief of Police Wilfred J. Heesler of the Twentieth Session of the National Police Academy for copies of the photographs appearing in Training School No. 1, in connection with the trial of the eight Nazi saboteurs.

The Conference, with the exception of Messrs. E. A. Tamm and Nichols, were in favor of getting up four or five photographs covering the trial of the Nazi saboteurs, and placing them in the album of photographs available for NPA graduates to review for the purpose of selecting photos which can be given to them upon the conclusion of the training course.

There are attached hereto copies of the pictures. If approved, Chief Heesler will be sent copies, and in the future copies will be made available upon request.

Respectfully,  
For the Conference,

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

INITIALS ON ORIGINAL

ORIGINAL FILED IN 1-2554-20

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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JAN 13 1943



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62-5818-621  
62-59185

November 3, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/94 BY SP8CJ/bee  
#323013

MR. TRACY

RE: Portable Electric Megaphone  
Manufactured for the Navy  
by the Guided Radio Corporation

On October 13, 1942, the Technical Laboratory of the Bureau received an electric megaphone from the Guided Radio Corporation of New York City for examination purposes. This unit first came to the attention of the New York Field Division which referred it to the Bureau and recommended an examination by the Laboratory. This type of unit is manufactured by the above organization as restricted equipment for the Navy and the Navy granted permission for the Bureau to receive one of these units for tests.

The electric megaphone consists of two pieces: namely the megaphone comprising a loud speaker and the microphone mounted in the mouth piece and an amplifier which may be connected to the megaphone by flexible rubber covered cables. Each of these two units may be strapped over an individual's shoulders if desired.

This unit was examined in the Laboratory and appeared to be a very well constructed item and is the acme of simplicity in operation inasmuch as the volume is fixed and there are no external controls whatsoever. The amplifier and self-contained batteries are mounted in a weather-proof case and the megaphone itself is purported to be weather-proof. On October 16 and October 27, 1942, this megaphone was taken to Quantico, Virginia, by Lt. Stefan for trial and tests by the various firearms instructors on the FBI range. All firearms instructors appeared quite enthusiastic over the possibilities of this type of unit.

*of Electric Megaphone*

**RECOMMENDATION:** It is believed that this unit will have considerable direct application in the field in conjunction with terrain searches where supervision is desired for controlling large groups of men. It is also believed that this unit will have a direct application in the field during the monthly firearms training periods. This unit can also be used in certain types of raids wherein it will be desired for an individual to direct a group over a large area for simultaneous operations or for making announcements at considerable distance.

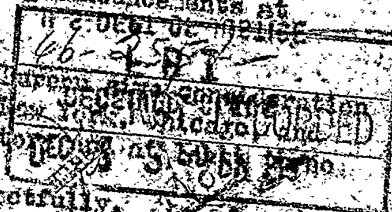
Accordingly, it is recommended that the Bureau obtain one of these units for each the New York, Los Angeles Field Offices, one for the Laboratory and one for Quantico.

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Coffey \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

Respectfully,

E. F. Coffey

59 DEC 12 1942



Page Two  
Memorandum for Mr. Tracy  
65-5815-521  
62-29185

ADDENDUM: Special Agent D. F. Wiant telephoned Mr. Pfaffman on November 3, 1942, and advised that those units will cost \$149.25 each in lots of one to fifty and \$140.00 each in lots of fifty or more. This price also includes a complete set of spare parts and one full year of free service. The Navy at the present time is using the entire output of the factory. The unit submitted for examination is being retained in the Laboratory for several days and will then be forwarded to the New York Office for return to the factory.

WPC

ADDENDUM: 11-12-42 (jm)

This matter was discussed at the Executive Conference November 10, 1942 and the Conference was unanimously of the opinion the Bureau should not purchase the megaphone units, that the cost of \$149.25 each was prohibitive considering the limited use to which they could be put. The range at Quantico is equipped at the present time with loud speakers and there seems to be little or no use for the speakers elsewhere.

ST

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Coffey \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

RE 80

WRC:MTS

November 11, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Tracy, Quinn Tamm, Ladd, Carson, Kramer, and Glavin, approved the suggested letter to all Special Agents in Charge attached hereto concerning blackout equipment for Bureau automobiles.

For the Director's information, we initially advised the field concerning uniform blackout regulations; however, up to the present time there have been numerous ordinances passed locally which change our uniform instructions. Therefore, the attached form letter advises the Special Agents in Charge that they should abide by local regulations in so far as blackout provisions are concerned.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/15/90 BY SP5C/fhc

#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Sandy \_\_\_\_\_

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50 DEC 11 1942

66-25-4-  
NOT RECORDED

ORIGINAL FILED IN 66-1988-1-1638

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

hnc:hd

November 17, 1942

## MEMORANDUM FOR THE DIRECTOR:

The Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Rosen, Hince, Kramer and Clegg being present, considered the Firearms Range presently being utilized by the Oklahoma City and the Dallas Offices.

The range was built at Stringtown, Oklahoma for the offices through courtesy of Governor Phillips of Oklahoma. The range is located considerably over 100 miles from Oklahoma City and was utilized with Bureau approval after the use of it was offered by Governor Phillips.

This range is also over 100 miles from the Dallas Office and the recommendation of the Executive Conference is as follows:

That the Dallas Office be instructed to immediately locate another range considerably closer to the Dallas Office and that the Oklahoma City Office be permitted to continue the use of this range until after the first of the year when it is believed that Governor Phillips' term of office will have expired, following which the Oklahoma City Office is being instructed to then obtain the use of another range considerably closer to the Oklahoma City Office.

If approved, there is attached a letter to the Oklahoma City Office.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/lba  
#363013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

CC..Mr. Glavin

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ORIGINAL FILED IN 1-29-25-191

November 5, 1942

THE DIRECTOR

The Executive Conference considered the apparent lack of uniformity existing in the field with reference to assigning Special Agents in the field office to receive complaints.

(1) All the members present recommended, where it was necessary for some Special Agent other than the SAC and Number One Man or supervisors to be assigned to interview complainants, that specific approval for the assignment of Special Agents to this particular type of work should first be obtained from the Bureau.

(2) When the Bureau does approve the assignment of Special Agents other than the SAC or supervisors to interview complainants, Messrs. Glavin, Tracy, Quinn Tamm, Ladd, Tolson and Clegg recommended that no Special Agent be assigned to such duty unless he had first completed six months field experience as a Special Agent.

Messrs. Hendon and Kramer felt that this was a type of work which even the newest Agents could properly handle, and it was, therefore, recommended by them that all Special Agents in the office be considered available for such assignments.

(3) All the members of the Conference recommended, whenever the Bureau approved the assignment of a Special Agent to interview complainants, that such duties should be rotated among the Special Agents of the office once each week. In other words, no Special Agent would serve continuously for more than one week on such assignments.

Respectfully,  
For the Conference.

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Kramer \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

OFFICE

Clyde Tolson,  
Chairman

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W. R. Glavin,  
Secretary

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bee

#323613

CC - Mr. Glavin

3802 9/16/42

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HHC:JEW

November 16, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer and Hince, considered the suggestion made by Mr. Charles E. Roberts of the Gallatin, Tennessee, Police Department, a graduate of the NPA, who indicated his belief that more time should be given to specialized studies. He thought that as much as a week could be spent on this type of work.

The Conference unanimously recommended unfavorably since it would require entirely too much time on the part of Bureau supervisors to give this detailed instruction to small groups on various phases of work handled. The present program of the NPA is pointed toward serving the needs of the police generally with usually two days' time given over to specialized studies, which is believed to be adequate.

No communication is being sent to Mr. Roberts since his suggestion was made during casual conversation at a banquet, rather than being presented as an official suggestion.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/15/90 BY SP5CJ/bce  
# 323013

Glyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson cc - Mr. Glavin  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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VRG:jh

November 26, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/KC  
# 323013

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Hince, Ladd, Kramer, Carson, Rosen, Nichols, Tracy, Quinn Tamm, Hendon, and Glavin, considered a memorandum submitted by Mr. R. H. Laughlin that a communication go forward to Mr. Quinn, the Administrative Assistant to the Attorney General, requesting information as to whether the Division of Accounts of the Department would have any objection at all to the Bureau's having its Agents submit with their expense accounts the memorandum copy of G.T.R.'s used by them rather than having these G.T.R.'s sent in separately as under present regulations.

For the Director's information, this suggestion has been advanced so that certain excuses which are presently being raised by the Audit Division of the Department can be eliminated. As the Director will recall, for many years the FBI in its Manual of Rules and Regulations instructs that after a G.T.R. is used and the travel is performed by the Special Agent or other employee, the memorandum white copy of the G.T.R. should be detached from the G.T.R. and immediately forwarded to the General Agent of the Department. The theory behind this regulation was that it is necessary to have these memorandum copies to check with the bills submitted by the various railroads and as far as can be established as a precedent to the procedure, it appears that such procedure was begun a great many years ago when the Department, having a small Audit Division, had made the comment that it would be too difficult for their Audit force to be detaching such memorandum copies from Agents' accounts.

The Director will recall that at the present time we are having considerable difficulty and delay in the payment of vouchers by the Department. Mr. Tolson proper and it is not at all unusual for a Special Agent to wait six or eight Mr. E. A. Tamm for an expense voucher check reimbursing him for expenses of an official Mr. Glavin signature. Many times we check with the Department on these matters and we get Mr. Glavin the stock excuse that the voucher is being held up because the white memorandum Mr. Ladd copy of the G.T.R. has not been received. Following back with the Agent, we Mr. Nichols find it had been sent in properly under existing regulations.

Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

We feel, therefore, that if we establish the policy of having each Special Agent attach to his expense accounts the white copy of the G.T.R. used by him, there will be no excuse for the Department in dilly-dallying concerning the expense account, using the outmoded excuse that the white copy has not been received. The Chief Clerk's Office can definitely determine that the white copies are attached to the vouchers and there should be no excuse for holding up checks on this account.

INITIALS ON ORIGINAL

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ORIGINAL FILED IN 66-2554-101-6492-97



The Conference recommends that the attached memorandum to Mr. Quinn go forward.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

ymb

hhe:hd

4K  
25  
November 30, 1942

Special Agent in Charge  
Albany, New York

Dear Sir:

Reference is made to your letter dated November 5, 1942 concerning the use of letters of transmission in submitting reports to MID and ONI.

You are advised that letters of transmittal are not required in transmitting reports to these agencies and should not be used unless a special reason exists therefore.

Very truly yours,

John Edgar Hoover  
Director

Approved by <sup>0</sup>Executive Conference - 11/18/42  
Messrs. Glavin, Tracy, Nichols, Ladd, Carson, Kramer, Rosen,  
Q. Tamm, Hince and Clegg being present.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/15/90 BY SP5C/bee  
# 223013

DEC 8 1942

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-331

LBN:TGR

November 7, 1942.

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Eince, Kramer and Quinn Tamm considered the practice of the Identification Division and the Laboratory of preparing routine correspondence which goes out over a facsimile signature, furnishing either a criminal record or laboratory report at the request of a field office or when there is some reason the field should know what information is being furnished a law enforcement agency.

Heretofore it has been the practice to route this communication to either the Security Division or the Investigative Division for initialing prior to sending it out.

The Conference was unanimously of the opinion that such communications need not be routed to either Division unless some special need exists when they can then route the communication by routing slip. Accordingly, if the Director approves, the old practice of routing through the Security and Investigative Divisions will be discontinued immediately.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5C/bca  
# 323013

Respectfully,  
For the Conference,

Clyde Tolson,  
Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

R. Glavin,  
Secretary

NOT RECORDED

ORIGINAL FILED IN

WEG:jh

November 26, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

CASE 9/22/90 BY SP5CJ/bce  
# 323013

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Nichols, Clegg, Tracy, Ladd, Carson, Hendon, and Glavin, was advised that SAC Sears of the Philadelphia Office had advised that the Bureau might wish to issue instructions to various coastal offices where foreign ships dock that Agents working on these ships should be vaccinated at least once a year and should take the necessary typhoid shots.

Mr. Sears stated that the Public Health Officials had suggested this and that they are willing to give this treatment to all Agents at Philadelphia without cost.

The Conference does not feel that we can issue instructions concerning this matter but does recommend that information go forward to the various field offices involved so that it can be brought to the attention of the various SACs assigned to those field offices so they may take the necessary precautionary steps of vaccination and typhoid shots.

For the Director's information the Agents of the Philadelphia Office are taking advantage of the offer of the Marine Hospital there.

The Conference further pointed out that on practically every occasion when a man is examined at the Naval Hospital, the examining physician recommends such inoculations and vaccinations but only one in a hundred follows the suggestions made.

There is attached hereto a suggested letter to the coastal offices concerning this matter.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

Attachment

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/92 BY SP5 RJB/bca  
#323013

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5C/bce  
#323013

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CHANGED TO

1-3094-X-1254X/16

IWC:DMS  
80-648

November 24, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/1/10  
#323013

MR. TRACY

Re: Visit to Laboratory by Mr. D. L. Chestnut  
of the General Electric Company.

On November 4, 1942, Mr. D. L. Chestnut of the General Electric Company, Schenectady, New York called at the Laboratory and talked to Mr. Larmoyeux and Mr. Conrad about several pending matters.

In connection with the construction of ten combination FM transmitters and receivers on which his company had bid, Chestnut suggested placing the equipment in a trunk rather than in a metal cabinet as proposed in the specifications. He was advised that another company had underbid the General Electric but in the event the contract subsequently was awarded to GE, the matter would be discussed further with him.

In response to an inquiry by the Bureau relative to the availability of mobile FM radio receivers of variable frequency, Chestnut stated that he knew of no such equipment.

Chestnut then stated that this Bureau had ordered fifty automobile antenna rods from his company and he wished to point out that these rods would replace only the later style of antenna previously supplied and would not serve as replacements for the earlier type of antennas purchased by the Bureau. He therefore suggested that the Bureau order antenna bases to go with the new antenna rods, in order that a complete replacement could be made by substituting the new antenna for the old antenna of either previous type. This information was conveyed telephonically to Mr. Gaukin and to Mr. Clegg. Mr. Halter of the Chief Clerk's Office, it being noted that these antennas were ordered by the Chief Clerk's Office to meet requests from the field.

Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Tamm

In connection with the automobile FM transmitting and receiving equipment purchased by this Bureau from General Electric, Chestnut supplied a letter in which he proposed to establish a "roving engineer" who would assist in checking and servicing such equipment throughout the country at no charge to the Bureau. He requests that the Bureau furnish a written expression of opinion relative to the value of such service to assist

ORIGINAL FILED IN 80-648-235

52 JAN 6 1943 114

ADJ. JWS  
CPL



Page Two  
Memorandum for Mr. Tracy

him in securing the necessary automobile and gasoline rationing permits. Chestnut stated that he was furnishing similar letters to the Federal Communications Commission, the Anti-Aircraft Command, and the War Production Board.

RECOMMENDATION:

Inasmuch as the establishment of such a mobile maintenance and repair service would appear to be very helpful in maintaining the Bureau's equipment, there is attached hereto for approval a letter along the lines indicated by Chestnut.

Respectfully,

E. P. Goffey

WRG:lrd

Addendum

December 6, 1942

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Hince, Tracy, Quinn Tamm, Rosen, Ladd, Carson and Glavin did not approve the forwarding of such a communication to Mr. D. Lee Chestnut of the Radio, Television and Electronics Department of the General Electric Company.

Respectfully submitted,  
FOR THE CONFERENCE

W. R. Glavin  
Secretary

66-2554

60 FEB 10 1943

QT:mac-fra

November 14, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Clegg, Ladd, Kramer and Quinn Tamm being present, considered a suggestion submitted by R. C. Anderson, a Supervisor in the Identification Division, that assistant coordinators similar to the system used in the Technical Section be used in the Card Index Section. Mr. Anderson's suggestion contemplates the dividing of the Identification Division's Card Index Section into six subsections with an assistant supervisor in charge of each subsection to supervise the employees, handle special searches and answer general questions concerning the policy of the Division. This will require six employees on each shift, a total of eighteen, and each one so appointed would supervise the work of approximately thirty employees.

It is pointed out that the Card Index Section of the Identification Division has six hundred fifty employees divided among three shifts and that the question of supervision is becoming a major one. It is felt that the additional Assistant Supervisors will be extremely helpful in maintaining production as well as proper discipline in the section.

RECOMMENDATION: The Conference unanimously recommends the approval of this suggestion. If the system works satisfactorily for a period of sixty days a recommendation will be made by the Identification Division for the reallocation and promotion of the Assistant Supervisors to Grade Caf 3, \$1620 per annum.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP5C/fba  
#323013

Clyde Tolson, Chairman

66-2554-1996  
W. R. Glavin, Secretary  
NOT RECORDED  
TAMM

INITIALS ON ORIGINAL = 2

64  
DEC 26 1942

ORIGINAL FILED IN 66-1631-275

LBN:JS

November 21, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Rosen, Clegg, Tracy, Ladd, Carson, Hendon and Nichols considered the matter of routing of signature mail and the initialing of communications to the Field.

At the present time, all SAC letters and bulletins are required to be initialed in Mr. Clegg's Office in order that they may be noted for any manual changes. It was pointed out at the Conference that to have no delay in getting the communications to the Field that Mr. Clegg's Office receive copies of the printed communications since it was not felt necessary that Mr. Clegg's Office receive communications on such routine matters, such as photograph of I. O. fugitives, letters in the Touhy case, letters authorizing SAC's to purchase equipment locally, etc.

Accordingly, the Conference was unanimous in recommending that form letters to the Field on purely routine matters, or routine investigative matters not be routed to Mr. Clegg's Office, but only those bulletins and letters pertaining to broad matters of policy requiring changes in the manual be routed to him. Likewise, the Conference was unanimous in recommending that if a routine letter to the Field were prepared in the Investigative Division that this not be routed to Mr. Tolson's Office for initialing, and vice versa.

If the foregoing is approved, the recommendation will be put into effect.

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Coffey \_\_\_\_\_  
Hendon \_\_\_\_\_  
Kramer \_\_\_\_\_  
McGuire \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Glavin

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP-6/SSA  
# 323613

Respectfully,  
For the Conference,

66-2554-2000  
Clyde Tolson, Chairman  
NOT RECORDED  
W. R. Glavin, Secretary

INITIALS ON ORIGINAL

33 JAN 4 1943

ORIGINAL FILED IN 66-2554-980

October 20, 1942

RECEIVED

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/90 BY SP5CJ/bce  
#323813

THE DIRECTOR

At a meeting of the Executive Conference on October 17, 1942, which was attended by Messrs. E. A. Tamm, Quinn Tamm, Rosen, Kramer, Glavin, Nichols, Tracy, Carson, and Ladd, the attention of the conference was called to the number of name checks being made by the Security Division for the Army, Navy, Immigration and other services. It was pointed out to the conference that at the time a request is received for such a name check, a form is submitted by the Immigration Bureau, by the Provost Marshal General and by the Maritime Commission in duplicate; that this form contains the individual's complete prior history, date and place of birth, date and place of naturalization, record of arrests, then and where fingerprints were taken, name and address of all relatives, name and place of all previous places of employment, et cetera; that in accordance with a recommendation which was made in March of 1941, upon completing these name checks both forms are returned to the agency making the request and no record is maintained in the Bureau files. It was pointed out to the conference that a great deal of valuable information is lost as a result of this procedure.

It was recommended by the Security Division that the duplicate copy of these forms be filed and indexed. It was pointed out that a great many times a request may be received for information on a particular individual and that upon checking the files under the present system no record will be found, whereas, in fact, the Bureau may have had the individual's complete history and may have returned the form to the contributing agency without maintaining any record. It was pointed out that the only additional work could be in connection with the preparation of index cards inasmuch as all of these names must be searched anyway and it was believed that the value to be received from filing these forms would more than offset the cost of preparing the index cards.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

It was pointed out to the conference that approximately 6,500

such forms are received from the Immigration Bureau for cards, approximately

350 forms from the Provost Marshal General for cards and approximately

350 forms from the U. S. Maritime Commission each month. Copy of these forms

showing the type of information available is attached to the conference

memorandum. The conference was unanimously in favor of filing and

indexing these forms in the future.

Respectfully,  
FOR THE DIRECTOR  
INITIALS DECORIGINAL = 8

Clyde Tolson, Chairman

E. A. Glavin, Secretary

61 FEB 7 1943

START Prep HERE



HSB:FL

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

January 6, 1943

MEMORANDUM FOR MR. TRACY

Re: Communication from Office of Censorship

SECURITY  
POSSIBLE SEAMAN ON S.S. "BAL TIC" PROBABLY WANTED  
IN BAYONNE, N.J.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

There has been received a communication from the Office of Censorship indicating that one A. McDonnell is probably wanted in Bayonne, New Jersey.

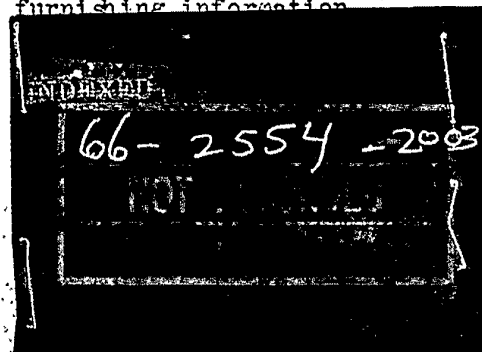
The information furnished by Censorship has been checked in the files of the Identification Division and a record of one Arthur Adolph McDonnell, #FBI-978657, was located. This McDonnell is wanted by the Chief Probation Officer, Court of General Sessions, New York City, for absconding. His prints were received from the New York City Police in July of 1935 reflecting an arrest for bigamy. For your information, a transcript of this record is attached.

I have had a letter prepared to the Chief Probation Officer at New York City indicating that from a confidential source information has been received to the effect that Arthur Adolph McDonnell might possibly be identical with A. McDonnell whose whereabouts has come to the attention of the Bureau.

Respectfully,

*H. S. Hallett*  
H. S. Hallett

ADDENDUM: 1/8/43 (mac) The policy of furnishing information obtained from censored letters to law enforcement agencies on wanted notices was discussed at the Executive Conference on January 6th and the Conference unanimously approved the furnishing of the information to law enforcement agencies by letter. There is attached hereto a letter furnishing information to the Chief Probation Officer, New York City.



o mam  
p  
y  
FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.  
December 9, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Rosen, Quinn Tamm, Tracy, Ladd, Carson, Kramer, Hince, and Glavin, considered the possibility of having various employees assigned to our various territorial offices report to Washington at least once a year for the purpose of receiving instructions and bringing them up to date on present rules and regulations of the Bureau.

It was pointed out that at the present time Special Agents assigned to the San Juan, Juneau, and Honolulu Offices are instructed to report for In-Service Training and at that time they have the opportunity of visiting their families in the continental United States. This is not true concerning the clerical and radio personnel and the Conference feels it would be most desirable to permit those employees to proceed to the continental United States on official business at least once a year, at which time specialized training can be given to the radio men by the Laboratory and in so far as clerical employees are concerned, a course of training can be set up for them in the Training Division and Washington Field Office so they can keep abreast of developments in the various fields of their work.

It was pointed out that since the opening of the San Juan Office we have had some employees who have not had an opportunity of returning to the States at all. It was pointed out further that living conditions are bad, transportation conditions are such that an employee, unless traveling on official business cannot proceed to the United States, and that all travel to Puerto Rico is by airplane and if one does not have a priority, one does not travel, and one cannot get a priority unless on official business.

It was felt in arranging such a program (Mr. Clegg felt such a program could be arranged for clerical employees and Mr. Tracy felt one could be arranged for radio men) it would prove of great up-lift and morale building for those employees returning to the United States and we would not have the difficulty of retaining those employees in those offices we now experience.

Should the Director approve, appropriate instructions will go forward to Messrs. Tracy and Clegg to establish classes for radio men and clerical employees and such employees will be scheduled for

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HEREIN IS UNCLASSIFIED  
DATE 9/22/76 BY SP5C/ha  
#323813

INITIALS ON ORIGINAL

54 APR 19 1943

66-2554-  
NOT RECORDED



return to the States.

The Conference feels that only those employees appointed from the States need be called back to the States for such training; that those who were appointed locally need not be called into the States for such training.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

"O.K.  
H."

W. R. Glavin  
Secretary

HHC:MMH

December 21, 1942

Special Agent in Charge  
Albany, New York

Dear Sir:

Reference is made to your letter dated November 24, 1942, in which you request information concerning the desirability of opening cases in the following situations:

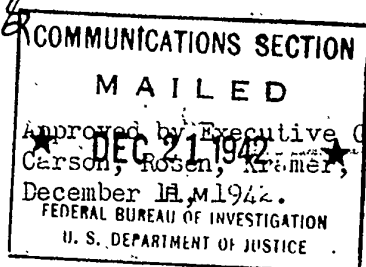
1. When a file is opened for the purpose of developing confidential informants in a National Defense plant.
2. When a file is opened to have an Agent contact an individual to obtain information or ascertain if he has information.

The Bureau regulation is that whenever the time of an Agent is required in performance of a duty outside the office, such as, making contacts or developing informants, or the obtaining of an application to attend the FBI National Police Academy, and similar types of work, an appropriate assignment card should be made in order to maintain a record of the action to be taken, and in order to maintain a record as to whom the assignments are made. The appropriate classification should be assigned to the case.

Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



December 24, 1942

HHC:PH

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Hince, Ladd, Mumford, Carson and Clegg considered the matter of adopting the procedure of expressing appreciation individually to various police departments when they have rendered a special service to the Bureau. The Conference felt that this was a desirable procedure and the Bureau regulations now call for a notification of police concerning the disposition of a case which they have originally reported and this is usually accompanied by expressions of appreciation. It was believed that this could be expanded logically and that the Special Agent in Charge could with a greater degree of frequency write letters to the heads of police organizations, mentioning particularly the individual officers who cooperated with the Bureau and expressing appreciation for the assistance in specific cases. Whenever the case is of outstanding importance or significance, it is believed that the Bureau should communicate with the police departments and the attached communication will have for its purpose:

1. Stimulating the Special Agents in Charge to a greater recognition of the value of writing to the police whenever cooperation is extended.

2. Calling attention to the Bureau supervisors of the desirability of such action being taken whenever any unusual or extraordinary services are rendered by the police in connection with the case.

3. Calling upon the Agents in Charge to suggest to the Bureau when Mr. Tolson it is believed desirable for a letter over the Director's signature to go to a Mr. E. A. Tamm's department.

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Such a letter is attached for consideration for approval.

Respectfully,

For the Conference,

Elyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-  
NOT RECORDED

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/90 BY SP5/SCJ/bce  
# 323013

NHM:EC

December 24, 1942

MR. GLEGG

Re: Eugene L. Terry  
Former Deputy Sheriff  
Laramie, Wyoming  
NPA Directory

In 1937 this graduate deserted his wife, drank heavily, associated with women of ill repute, issued bad checks, and in general made a disgrace of himself.

On December 1, 1937 Terry resigned his position as Deputy Sheriff at Laramie, Wyoming as a result of the trouble which he got into. The Denver Division forwarded to the Bureau a copy of a letter sent by Terry to the Prosecuting Attorney at Laramie in which he openly admits the above.

It is not recommended that his name be placed in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/88 BY SP5CJ/hcs  
#323013

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-  
NOT RECORDED  
ORIGINAL

55 FEB 3 1943

ORIGINAL FILED IN 1-918-12

QT:mac  
66-2482-128

December 5, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Rosen, Nichols, Glavin, Hince, Carson, Tracy and Quinn Tamm being present, considered a suggestion submitted by Special Agent James B. Oakley of the Huntington, West Virginia Field Division that all Field Offices be supplied with printed form letters for the purpose of removing "wanted notices" which have been placed in the Identification Division files.

You are advised that the present manual requirement is that "wanted notices" placed in the Identification Division files must be cancelled by separate letter. This suggestion is that that letter be a form to be transmitted to the Bureau.

RECOMMENDATION: The Conference unanimously recommends the adoption of this suggestion.

If you approve, an appropriate form letter will be prepared for transmission to all Field Divisions.

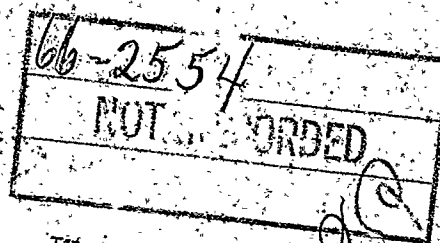
Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/94 BY SP-2/6cc  
323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



INITIALS ON ORIGINAL

61 FEB 15 1943 3

HHC:MMH

December 13, 1942

THE DIRECTOR

The Executive Conference, Messrs. Glavin, E. A. Tamm, Carson, Rosen, Kramer, Tracy, Ladd and Clegg being present, considered the recommendation which has been made by the Technical Laboratory with respect to building at Quantico a special barricade, behind which will be provided actual explosions of various types of explosives. It would be the plan that Special Agents in the In-Service school would view from a position outside the barricade the explosions which occur within, in order that they can see the action of the explosives, their results, their effects, and thus enable the Agents to more readily identify the types of explosives used in the event of sabotage.

This matter was considered by the Conference and it was believed that the prospective benefits which might be derived from this type of demonstration would be comparatively limited and that in spite of the best efforts and desires to the contrary, there might result some danger of injury to the Agents. This potential danger coupled with the limited benefits caused all members of the Conference to recommend unfavorably as to this type of demonstration.

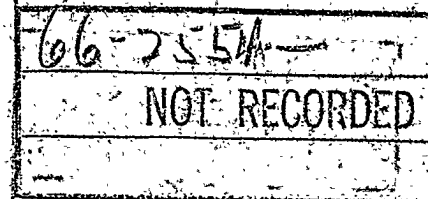
Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SPSC/jke  
# 323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 66-2554-7

RECEIVED  
FBI  
DEC 14 1942

NHM:MMH

December 7, 1942

MR. CLEGG

Re: John D. Dennison  
Captain, Omaha, Nebraska Police Department  
NPA Directory

Dennison has been carried in a minus category for some time due to the fact that he is a smart-alec type and a chronic trouble seeker. He is reported to be continually involved in police squabbles. He calls himself "Dynamike Dennison" and is in many respects a screw ball. He attended the reunion in 1939, but in 1940 he advised the Special Agent in Charge that he was going to attend the IACP Convention since he felt he could get more information this way. He did not attend the reunion last year. It is felt that since this graduate is still in active law enforcement work, even though he is of no value to the Bureau, his name should be contained in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bce  
#323013

N. H. McCabe

ADDENDUM:  
12/29/42. Messrs. Q. Tamm, Nichols, E. A. Tamm and Rosen recommended that his name not be included in the Directory but R. H. Laughlin, Carson, Hendon, Ladd, Mumford, Tracy and Clegg recommended that his name be included.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554-  
NOT RECORDED

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-50



AE:JSF

December 14, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bce  
#323013

THE DIRECTOR

The Executive Conference, those in attendance being Messrs. Tolson, Tracy, Glavin, Nichols, Carson, Q. Tamm, Kramer, and Rosen, recommended the following:

That complaints received by the Field Offices alleging violations of the Service Men's Dependents Allowance Act of 1942 in that individuals are falsely claiming allowances due dependents of service men be handled by the Bureau. Sections 116 through 119 of Title 1, Public Law 625, 77th Congress, make it a violation to obtain such allowances by fraud and carries sentences of from one to two years and fines of not more than \$2,000 and up to not more than \$5,000.

Wendell Berge has requested an investigation into certain irregularities called to the attention of the Department by the Navy requesting that an appropriate inquiry be made regarding the alleged irregularities on the part of individuals receiving allotment checks. In addition to the aforementioned statutes, it would also be a violation to present a false claim against the Government. This is a violation of Section 80, Title 18, U. S. C. which carries a penalty of \$10,000 or 10 years, or both. It is anticipated that numerous cases will be referred to the Bureau for investigation. The Conference recommended that these violations be handled by the Bureau.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Although the burden would be on the Army, Navy, and Marine Corps to establish that such allowances as are requested by the military personnel are bona fide, it is known that numerous checks are possibly paid to a spouse who may have married three sailors, all of whom claim the individual as their dependent. This is the case which has been referred by Mr. Berge to the Bureau for investigation.

✓ 66-2554-

It is believed that there will be numerous cases of this type reported to the Bureau for investigation, and after a survey of approximately one month, it will be possible to reach an estimate as to the number of cases which can be expected falling within this violation.

ORIGINAL FILED IN 66-2554-116

3 FEB 8 1943

Memorandum for the Director

- 2 -

There is no provision in the law designating the authority to handle the criminal provisions of the Act to any other agency and it is therefore recommended that the Bureau handle these cases.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

HHE:EG

December 4, 1942

MR. CLEGG

RE: NEIL B. KEEN  
Deputy Sheriff  
Tampa, Florida  
NPA Directory

Keen was formerly chief criminal deputy of the Tampa, Florida, Sheriff's Office. He attended the re-training school in 1939, at which time he became drunk and obnoxious at the banquet. He has been on the minus list since that time and was discharged from the Tampa Sheriff's Office in March, 1942, for gross personal mis-conduct. He became intoxicated and shot up his apartment. He is now in the armed forces.

It is recommended that his name not be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 2/23/90 BY SP5CJ/bce

323813

N. H. McCabe

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg, concurred in the above recommendation.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-  
NOT RECORDED  
INITIALS ON ORIGINAL

ORIGINAL FILED IN 1-178-35

WHL:CG

December 4, 1942

RE. CLARK

RE: EVERETT JULKINS  
Deputy Sheriff  
Epping, New Hampshire  
NPA Directory

This graduate impersonated himself as a Special Agent of the Bureau when he was questioned by a Manchester, New Hampshire police officer for parking in a lonely spot with a woman. He has been in a minus category since that time and has never been invited to the retraining schools. He showed up last fall at the re-training session, but was not permitted to register.

It is recommended that his name not be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/24/90 BY SP-5/bce  
#323013

N. H. McCabe

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

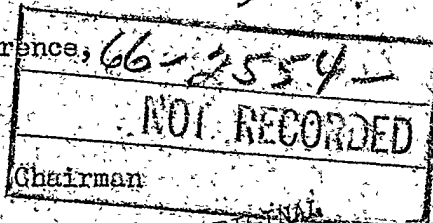
ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg, concurred in the above recommendation.

Respectfully,

For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 1-1015-25

30 FEB 5 1943

NRH:EC

December 4, 1942

MR. CLEGG

RE: HAROLD A. WHITMER  
Lieutenant, Police Department  
South Bend, Indiana  
NPA Directory

In September, 1941, the Indianapolis Division advised that Whitmer, who has completed twenty years of service with his department and is eligible for retirement has not been performing his duties in a satisfactory manner and would be demoted unless he showed improvement or retired. He is still actively engaged in law enforcement.

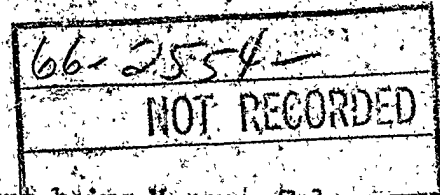
It is recommended that in view of this, his name be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP-5C/16  
3230/2

M. H. McCabe



ORIGINAL FILED IN 66-296-

ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg, concurred in the above recommendation. INITIALS ON ORIGINAL

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

58 FEB 5 1943

# FEDERAL BUREAU OF INVESTIGATION

Room 5744 1210 1942

To: ☒ Director  
☐ Mr. Edward Tamm  
☐ Mr. Clegg  
☐ Mr. Glavin  
☐ Mr. Ladd  
☐ Mr. Nichols  
☐ Mr. Rosen  
☐ Mr. Tracy  
☐ Mr. Carson  
☐ Mr. Hendon  
☐ Mr. Laughlin  
☐ Mr. McGuire  
☐ Mr. Nease  
☐ Miss Gandy  
☐ Personnel Files  
☐ Files Section  
☐ Mrs. Skillman

|                |       |
|----------------|-------|
| Mr. Tolson     | ..... |
| Mr. E. A. Tamm | ..... |
| Mr. Clegg      | ..... |
| Mr. Glavin     | ..... |
| Mr. Ladd       | ..... |
| Mr. Nichols    | ..... |
| Mr. Rosen      | ..... |
| Mr. Tracy      | ..... |
| Mr. Carson     | ..... |
| Mr. Coffey     | ..... |
| Mr. Hendon     | ..... |
| Mr. Kramer     | ..... |
| Section        | ..... |
| Mr. Quinn Tamm | ..... |
| Mr. Nease      | ..... |
| Miss Gandy     | ..... |

See Me                      For Appropriate Action  
 Send File                      Note and Return

~~ALL INFORMATION CONTAINED~~  
~~HEREIN IS UNCLASSIFIED~~  
~~DATE 9/27/95 BY SP5/HC~~  
 323813

Clyde Tolson

MEMO

December 4, 1942

MR. CLEGG

RE: LOUIS J. AUBUCHON  
Former Chief of Police  
Bennington, Vermont  
NPA Directory

Aubuchon resigned his position as Chief of Police to obtain a position in a knitting mill, then left the state, taking with him an automobile which had been purchased on credit in October, 1940, and a warrant was outstanding for him in connection with fleeing with this car. For some time his address was unknown to the Bureau, and the most recent information that we have is that he is living in Torrington, Connecticut. He is not in law enforcement.

It is not recommended that his name be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5CJ/LK  
# 323,013

N. H. McCabe

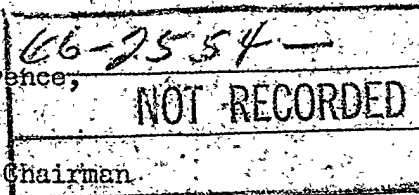
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg concurred in the above recommendation.

Respectfully,  
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 1-841-3

58 FEB 5 1943



HMC:JEW

December 31, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/12/90 BY SP5 WJ/62  
#323,013

THE DIRECTOR

|                |
|----------------|
| Mr. E. A. Tamm |
| Mr. Clegg      |
| Mr. Glavin     |
| Mr. Ladd       |
| Mr. Nichols    |
| Mr. Rosen      |
| Mr. Tracy      |
| Mr. Carson     |
| Mr. Coffey     |
| Mr. Hendon     |
| Mr. McGuire    |
| Mr. Mumford    |
| Mr. Quinn Tamm |
| Mr. Nease      |
| Miss Gandy     |

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Tracy, Rosen, Carson, Mumford, Coffey, Nichols, Hendon, Ladd and Clegg being present, considered the subject of the Quarterly Police Conferences.

Mr. Clegg pointed out to the Conference a problem which had arisen in connection with the holding of these conferences. In most places where the conferences are held, the interest has increased to such an extent that the Chiefs are asking hundreds of their subordinate personnel to be in attendance, and also there are numerous auxiliary policemen who attend at the request of the Chiefs of Police.

At Philadelphia last week, for example, the Quarterly Conference filled to capacity the auditorium that was hired for the occasion in a local hotel, and 200 local Philadelphia policemen and auxiliary policemen were turned away. A program of instruction was given which was received enthusiastically. The Mayor and the Chief of Police at Philadelphia spoke on the program and were very commendable to the Bureau; SAC Sears also spoke. There was a musical program by the Philadelphia Band and, in addition to the constructive phases of instruction given, patriotic musical selections were interspersed. The Supervisor of Quarterly Conferences from the Bureau attended and reported that it made a most favorable impression on all those present and the Bureau benefited greatly.

This meeting could by no means, however, be called a conference. It was more of a mass meeting of police officials, and a good number of other conferences are so large that they too could not be regularly called conferences although constructive programs of instruction are given.

All the statistics, of course, have not yet been received but it appears quite possible that as many as 30,000 law enforcement officers will have been in attendance at the FBI Quarterly Conferences throughout the United States during the last quarter of 1942. The effect of these conferences is good. It has educational advantages. It places the Bureau in a dominating position in the law enforcement field. They far surpass any convention of law enforcement officers, either in the same states or even on a national basis.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

60 JAN 29 1943 301

66-2554  
NOT RECORDED

ORIGINAL FILED IN 66-7240-187

Mr. Hendon during his inspection of the Detroit Office reported, for example, a large attendance at the Quarterly Conference he inspected and a very constructive and beneficial program, but again it was not a conference between police executives. In Texas there is a large attendance at each meeting and the chambers of commerce of various towns vie with each other to have the Quarterly Conferences held in their towns, at which time barbecued chicken or barbecued beef is served as an added attraction. In Mississippi, by increasing the conferences from 6 to 12 and holding 11 of them at night, the attendance for the past quarter was over 1,200 as compared with 229 for the previous quarter and they seem to be growing in popularity and in attendance.

It is believed that meetings of this type should continue as they provide a required opportunity for the SAC to become acquainted with and to meet personally larger numbers of law enforcement officers. His time is saved in that he can meet them 4 times a year through this means and it would take a longer period of time for him to make tours through the division for the same purpose. It also continues the FBI as the dominant organization in law enforcement; there is no real competition, in fact, to these meetings.

The above, however, does not meet the problem of small conferences with selected police officials with exchanges of ideas, criticisms if they are to be made, details of plans for assigning cases to police, criticizing reports prepared and answering questions from the various police executives.

To meet this latter need, Mr. Clogg suggested that twice each year the Agents in Charge hold a series of real conferences with selected police executives. These conferences could be held in a number of instances by calling the police executives to assemble privately with the SAC an hour or a half-hour before the regular meeting of all officers is held. This would require no additional meetings. However, in a number of the larger cities it will be necessary for the Agents in Charge to confer with the Commissioner of Police and the police executives of one department, as in New York or Los Angeles or Chicago, because there would be no community of interest between the Commissioner of Police in a large city and a small town police executive in the same division. Therefore, such conferences would be required twice a year to be held in conjunction with, immediately preceding or following, the regular meetings or separately when the SAC found it advisable or necessary to bring selected groups of police chiefs together in various sections of his division. A principal objection to this would be the additional time required on the part of the SAC to attend these additional conferences when he decided to hold them as a separate meeting in a number of cities in his division.

Mr. Foxworth at New York on December 30th expressed the opinion that throughout the country two series of such conferences with executives could be held and would be desirable.

It was the unanimous recommendation of the Executive Conference that the SACs at New York, Philadelphia, Chicago, Boston, Oklahoma City, San Francisco, Salt Lake City, Kansas City, Los Angeles, Seattle and Miami be requested to express their opinions concerning the desirability and practicability of such conferences before any rule was issued. If this is approved, there is attached hereto a communication to be sent to the Agents in Charge in question with reference to this matter.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc - Mr. Glavin

Enclosure

MAILED 15 1941

DEC 15 1941

HHC:EC

December 28, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/24/92 BY SP5C/ace  
#323813

There is attached hereto recommended In-Service Class courses for the series of In-Service Schools beginning January 4, 1943. The Executive Conference, Messrs. E. A. Tamm, Laughlin, Quinn Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols, and Clegg being present, recommended the adoption of this program.

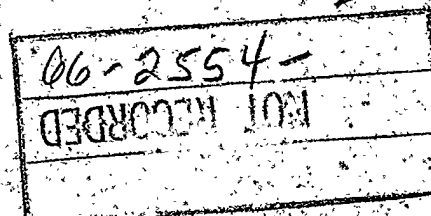
The course of training will last for a period of thirteen days, beginning at 9 a.m. on Monday morning and being dismissed at 4:45 p.m. on the second Saturday after the class arrives. This will permit those in attendance to depart on late afternoon trains. This new program of In-Service training will be for one day longer than the previous series, which was dismissed at 4:45 p.m. on the second Friday.

The principal differences in the new series and the former one are as follows:

1. Insistence upon the appearance of each of the Assistant Directors before the class if he can possibly be present.
2. Addition of the following new subjects:
  - a. Responsibilities of Special Agents. This will include instruction in defining the objectives of investigations, selling the Bureau, conduct and deportment, appearance and personality, and unbiased investigations with greater emphasis than was previously given in the initial general discussion.
  - b. Duties of a Special Agent in Charge. This will be a defining of executive and administrative ability, the obligation of instruction, administration, leadership in investigations, and salesmanship on the part of the Special Agent in Charge.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

51 JAN 13 1943  
262



ORIGINAL FILED IN 1-19-813

- c. Conference on Interviews, Confessions and Signed Statements, with the instructor developing from the class members various techniques employed to advantage and mistakes which should be avoided.
- d. Evidence. This should be particularly valuable to those Agents who have not studied law.
- e. Preparing Memoranda and Teletypes.
- f. A speech to be made by each class member, followed by questions from the class and from the instructor in order to develop ability as witnesses and public speakers.
- g. Portrait Parle.
- h. Elements of Fingerprint Classification.
- i. Oral quiz on the manuals.

3. Increased time has been allotted for the following:

- a. Menace of Communism.
- b. Menace of Nazism and Fascism.
- c. Menace of Falangism.
- d. Japanese Activities.
- e. Alien Enemy Control, Custodial Detention, and Internal Security Investigations.

4. There is a considerable reduction in the Laboratory training, since it was felt that as all new Agents have had the detailed instruction, the In-Service School should focus attention upon those Laboratory aids which would be of greater benefit during the course of their investigative work.

It was unanimously recommended that these courses be approved, and all of the instructors are being conferred with personally in order that full preparation will be made by the time the In-Service School begins.

Respectfully,  
For the Conference,

Glynn Tolson, Chairman

Attachment  
cc - Mr. Glavin

W. E. Glavin, Secretary

December 24, 1942

HHC:PH

THE DIRECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 1/22/92 BY SP5U/612  
#323013

There has recently arisen on a number of occasions, suggestions particularly from larger offices that each field office be permitted to maintain an additional set of assignment cards which would be retained by the Chief Clerk in numerical sequence. The arguments presented in favor of this plan are that the assignment cards are needed for frequent reference by the agent in charge, the assistant agent in charge and field office supervisors, but when the monthly administrative report is prepared, it is necessary to take these assignment cards from the supervisors, rearrange them in order that the administrative report can be prepared, and then place them back together and divide them as they were originally. In the Chicago Office, Mr. Belmont advised that this involved from five to six days or almost 1/5 of the month. The New York Office was having similar difficulties. The New York Office has had officially approved the maintenance of such an additional set of cards and they claim it has proven valuable. The Chicago Office has been authorized tentatively to inaugurate a similar system upon an urgent request of Mr. Belmont.

Although uniformity in field office administration is desired, conversations with various inspecting officials has lead to the conclusion that this additional set of assignment cards would be of convenience in larger offices but would be an unnecessary burden in smaller offices. Therefore, just for the sake of uniformity, it was not felt that this would be a desirable practice. Mr. Acers recommended that if uniformity was necessary, it would be more desirable that the practice be established throughout the field service although he would prefer that it be handled on a matter of the necessities of each office. Mr. Kitchin was of the opinion that the needs of each office should be considered separately, but that if some uniformity of plan was desired, it would be preferable to require this additional set of assignment cards in any field office where in addition to the agent in charge, there are two other full-time approved supervisors, and that it not be required in any other office.

The Executive conference approves this latter suggestion of Mr. Kitchin, and if the Director approves, there is attached hereto a manual change for this purpose. Those present were Messrs. E. A. Tamm, Quinn Tamm, Tracy, Hinde, Ladd, Mumford, Carson and Glegg.

Respectfully,  
For the Conference,  
INITIALS ON ORIGINAL

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Hoffman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC: Mr. Glavin

Clyde Tolson, Chairman

W. R. Glavin, Secretary

55 JAN 14 1943



LBN:JS

December 16, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Hince, Tracy, Ladd, Kramer and Nichols considered the suggestion of Mr. Nichols that current regulations which provide that memoranda for the file should not be written but revised to permit Assistants to the Director and Assistant Directors to write memoranda for the file for record purposes.

Mr. Nichols pointed out that this was being done at the present time and that the Files Section was forbidden to file such memoranda for the file without the approval of the appropriate Assistant Director.

The Conference was unanimous in recommending that the current rule prohibiting the writing of memoranda for the file be amended to permit the Assistants to the Director and the Assistant Directors to write memoranda for the file.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/HW  
#323013

Clyde Tolson, Chairman

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd cc Mr. Glavin  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

W. R. Glavin, Secretary

ADDENDUM, LBN:FML, 12/18/42:

Mr. Tolson considered the above and is unalterably opposed to any change in the rule as he feels memoranda should not be directed to the File but should be addressed to someone in order to provide a check against something getting in the files without being called to the Director's attention or being acted upon.

JAN 9

134

L. B. N.

ORIGINAL FILED IN



December 24, 1942

HAC:PH

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Hince, Ladd, Mumford, Carson and Clegg, considered the matter of the distribution of the Chief Clerk's Manual. In the past, the Chief Clerk's Manual has been supplemental to the Manual of Rules and Regulations and contained instructions and suggestions for the performance of the clerical duties of a field office in addition to the regulations set forth in the Bureau's Manual of Rules and Regulations. There has been no uniformity, however, in determining to whom the Chief Clerk's Manuals and the Manual of Rules and Regulations should be issued. The personnel has now grown so large that to issue a Manual of Rules and Regulations to each clerical employee will involve a serious printing problem and therefore the following recommendation is made:

That all the material in the Manual of Rules and Regulations which is pertinent to the performance of the clerical duties in field offices be reprinted in the Chief Clerk's Manual. This will make the Chief Clerk's Manual a complete guide to the performance of field-office clerical duties. Due to the large number of clerical employees now in field offices, it is believed to be unnecessary to issue a Chief Clerk's Manual to each employee, but it is felt that one manual should be issued to the employee designated as Chief Clerk in each field office, and that there should be furnished to each field office one additional Chief Clerk's Manual for each ten employees which will serve as a reservoir or library, and they may be issued to the clerical employees individually for study at the field office although they will be retained in a central place in each field office so that they will be available for reference purposes, or for study as occasions might demand.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

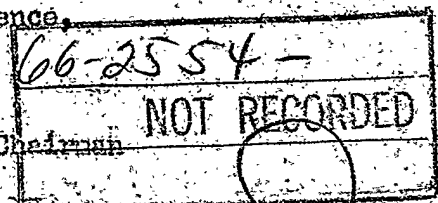
INITIALS ON ORIGINAL - 8

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP8CJ/lee

#323013

Mr. Glavin

50 JAN 28 1943



ORIGINAL FILED IN 66-1934-2-1-323013

HH:EC

December 24, 1942

Special Agent in Charge  
Cleveland, Ohio

Dear Sir:

Reference is made to your letter dated December 10, 1942, concerning the recharge of Bureau files.

The Bureau's instructions that the files must be returned or recharged in each instance within seven days time is the maximum time for which individual files may be kept out of the filing unit without a recharge. If it is necessary in any instance to shorten this period of time, the Bureau has no objection. In each instance, however, seven days is the maximum limit which may be made a rule in any field office.

Very truly yours,

John Edgar Hoover  
Director

Approved by Exec. Conf, Dec. 21, 1942. Those attending Messrs.  
E. A. Tamm, Nichols, Glavin, Quinn Tamm, Mumford, and Clegg.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

COMMUNICATIONS SECTION  
MAILED  
★ DEC 26 1942 ★  
P. M.  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

RECEIVED READING ROOM  
DEC 24 8 20 PM '42  
U. S. DEPT. OF JUSTICE

NOT RECORDED

2672

December 23, 1942

EBN:WLS

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Hince, Coffey, Tracy, Ladd, Mumford, Carson and Nichols considered the suggestion from Mr. P. E. Foxworth that arrangements be made with the telephone company, whereby an individual could dial the operator and state, "I want the FBI," and be automatically connected without having to secure the number.

This suggestion was made to Mr. Foxworth by Mr. Robert R. Reed, a New York lawyer. The Conference was unanimous in recommending against these suggestions. It was pointed out that telephone books in all headquarters cities now carry the number of the Bureau on the front page. In all other cities, telephone books carry the name of the FBI with a notation to call the operator.

The Conference felt that this was sufficient; that if the rule as suggested by Mr. Foxworth were adopted there would be confusion; that the present system is operating satisfactorily. It was further pointed out that it was doubtful if the telephone company would agree to this.

If approved, a letter will be directed to Mr. Foxworth.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bce

# 323,813

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

52 JAN 8 1943

HHC:MMH

December 18, 1942

THE DIRECTOR

Special Agent in Charge Pieper of the San Francisco Office has written that a stenographer in his office recommended that the words, "Director, FBI" be placed on the letters addressed to the Bureau, and there will be omitted the words, "Washington, D. C.", this, to save typing time.

The Executive Conference, Messrs. Glavin, E. A. Tamm, Carson, Rosen, Kramer, Tracy, Ladd and Clegg being present, recommended favorably with reference to this suggestion.

Respectfully,  
For the Conference

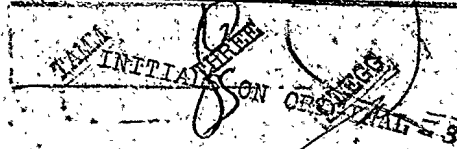
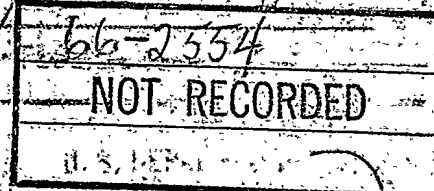
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SPSC/bk  
# 323,013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy



53 JAN 21 1943

1232

ORIGINAL FILED IN 66-2554-20



December 29, 1942

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/70 BY SP5C/bce

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols, and Clegg, pointed out that the present Manual of Rules and Regulations requires that reports be submitted to the United States Attorney when they contain information of value to the prosecution of the case or when they contain an opinion of a United States Attorney or an Assistant United States Attorney.

It is now believed by a majority of the Conference that this rule should be expanded and a report of final prosecutive action in a case handled by the U. S. Attorney's office should be submitted to such U. S. Attorney's office. This, it was believed, was necessary today in order that there would be reflected any error in the record since it is no longer required that reports showing the final prosecutive action be delayed until the court records can be examined for accuracy. If the majority view prevails, the manual will be corrected to read as follows:

"Copies of an investigative report should be designated for the U. S. Attorney concerned if the report contains either:

- a. Information of value to the prosecution of the case, or
- b. An opinion of the U. S. Attorney or Assistant U. S. Attorney, or
- c. A report of final prosecutive action in a case prosecuted by the U. S. Attorney's office."

Mr. Tolson subsequently advised that he is opposed to this sub-section c, as he considered it an unnecessary requirement and Mr. Clegg concurred with Mr. Tolson's views since it is unlikely in the first place that the U. S. Attorney will read the report and compare the final disposition details with any court record and if he did, there is no obligation to advise the Bureau and thus merely imposes a requirement for additional paper work for which no necessity has been shown.

This matter arose because certain letters had been transmitted to the field by some of the supervisors criticizing the field office for not sending the report of final prosecutive action to the prosecuting attorney trying the case although

ORIGINAL FILED IN 66-2554-13

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56 JAN 23 1943

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there was no rule requiring such action. It was felt that the policy should be made clear.

A memorandum to the supervisory personnel will be prepared reflecting the Director's decision in this matter.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

December 30, 1942

HHC:LLH

THE DIRECTOR

In the purchase of gymnasium equipment the names of a number of stores near the Department of Justice Building which furnish reductions to FBI employees are furnished to New Agents' Classes. The attached memorandum shows that on purchases made from Fogel's three Agents obtained the same brand and quality of shirts at this store paid \$1.50, \$2.50 and \$2.95, respectively, and two Agents paid \$1.50 and \$2.00 for identical belts purchased from Fogel's. One of the Agents, who was able to locate his purchase ticket, took the ticket back to Fogel's and demanded a reimbursement which was made. None of the other Agents had purchase tickets to prove the overcharges at the time the discrepancies were discovered.

It was discovered that two Agents on the same day purchased identical belts at the Sport Center. One paid \$1.50 for the belt and the other paid \$1.00 for the belt, but the purchase tickets have been lost.

It was unanimously recommended that in the future the names of Fogel's and the Sport Center should not be included in the lists where equipment can be obtained at a discount because of this unfair, unethical system of charging process. The Executive Conference, Messrs. E. A. Tamm, Laughlin, C. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being present, unanimously approved this recommendation.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

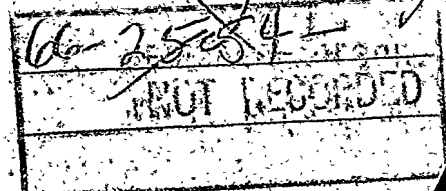
DATE 7/22/90 BY SP5C/bce  
#323073

Attachment

cc - Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ORIGINAL FILED IN 100-117190



57 JAN 14 1943



WEG:jh

December 9, 1942

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 4/22/98 BY SP8C/bcc  
# 323,013

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Kramer, Carson, Tracy, and Glavin, considered the fact that in the D. C. National Guard Armory in a little alcove off of the Drill Floor there is a refreshment stand which is run by a blind person under the auspices of the Vocational Rehabilitation Division for the District of Columbia, a section of the Federal Security Agency.

It was pointed out to the Conference that Mr. Earl M. Sawyer of this service called on Mr. Glavin concerning the retention of this stand at the Armory. It was pointed out by Mr. Glavin to the Conference that Mr. Egan has suggested that the location of the stand be moved from its present location to one of the blind rooms on the next level down which is a sort of half-basement and that the concessionaire be permitted to continue to operate in the building. It is felt that in setting aside such a room for this man, he would serve a purpose in the building. Messrs. Egan and Glavin state that they see no objection to his continuing in the building.

It was pointed out to the Conference that Mr. Sawyer, the Vocational Rehabilitation representative, expressed his sincere appreciation of the fact that the Bureau would not permit its employees to visit the counter in off-hours. He stated that the Vocational Rehabilitation Service has tried to establish this procedure in other government buildings; that they do not wish to have employees hanging around all during the day and night. He stated if the Bureau approves the continuance of this stand in the Armory it could be designated without any loss to us; that it could serve sandwiches to approximately forty people and would have tobacco, candy, and other ~~concessions~~ for sale.

Mr. Tolson \_\_\_\_\_ The Conference recommended approval of the continuance of the stand in the Armory.

Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_ For the Director's information, it is desired to move the present location of the stand because we want to use the alcove for a cloak room to be used by our employees assigned to the Armory Drill Floor.

Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_ Should the Director approve the Conference recommendation, appropriate contact will be made with Mr. Sawyer concerning this matter.

Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. M. Glavin  
Secretary

DEC 24 1942

ORIGINAL FILE IN 66-15458-49

December 26, 1942

NHM:EC:PH

MR. CLEGG

Re: Murphy J. Roden  
Former Assistant Superintendent  
Louisiana State Police  
Baton Rouge, Louisiana  
NPA Directory

Roden, during the time he was with the Louisiana State Police, was uncooperative with the Bureau in connection with the Charles Chapman case. Throughout the investigation of this case it became more and more apparent that Roden was interested in apprehending Chapman personally and thereby gaining the credit. On one occasion he conducted a raid without notifying the Bureau or inviting any Bureau representatives to go along with him; however, he has always claimed to have cooperated with the Bureau whenever questioned about this or other matters. He was let out when the new administration came in in Louisiana two years ago and is now employed with the U. S. Army Ordnance Department as an Inspector at the Louisiana Ordnance Plant, Minden, Louisiana.

It is recommended that his name be shown in the directory as being connected with the U. S. Army Ordnance Department.

Respectfully,

N. H. McCabe

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5C/bcc

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ADDENDUM

12/29/42

The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, considered the above matter and recommended that the graduate's name not be listed in the Directory of NPA Graduates.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

FEB 3 1943

ORIGINAL FILED IN 7-336-58

December 4, 1942

HRM:SO

MR. GLEGG

RE: W. C. KIRVEN  
Chief of Police  
Sumter, South Carolina  
NPA Directory

Kirven was employed as a Special Employee Agent and resigned after it came to the Bureau's attention that he was involved in an affair with a woman in Sumter, South Carolina. Kirven is married. He is again Chief of Police at Sumter, South Carolina, and we have had no dealings with him since this incident.

It is not recommended that his name be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

H. H. McCabe

DATE 9/22/98 BY SP5C/bc  
323013

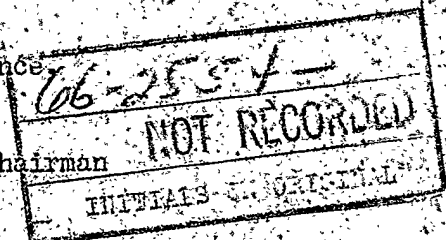
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg, concurred in the above recommendation.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary



185  
FEB 5 1943

ORIGINAL FILED IN 1-769-

MEM-30

December 4, 1942

M. CLEGG

RE: WILLIAM M. KELLY  
Former Patrolman, Police Dept.  
Tulsa, Oklahoma  
NPA Directory

This graduate was dismissed from the Tulsa Police Department in January, 1942, on charges of mis-appropriating whiskey, and was removed from all mailing lists at that time and placed in a minus category.

Kelly is not in law enforcement now and it is not believed that his name should be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

H. H. McCabe

DATE 9/22/98 BY SP-1/1/11  
#323813

ORIGINAL FILED IN 1-699-3

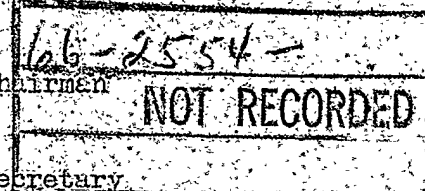
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ADDENDUM: The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg, concurred in the above recommendation.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. H. Glavin, Secretary



FEB 5 1943

December 4, 1942

RHM:CC

R. H. McCabe

RE: JOHN F. McGuire  
Police Department  
Brooklyn, New York  
NYA Directory

This graduate indicated that he was entirely lacking in tact and good judgment during his attendance at the Academy and assumed an unwholesome attitude throughout the course of instruction. He has an "all for me" attitude, and, although McGuire attended the re-training school in 1941, the Bureau has had very little contact with him.

There is nothing to indicate that he is engaged in any improper activities since his graduation, and it is believed that his name should be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/bce  
#323013

N. H. McCabe

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

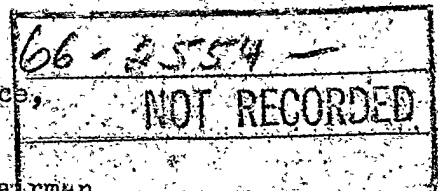
ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg, concurred in the above recommendation.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

185  
80 FEB 10 1943



ORIGINAL FILED IN 1-1974

RHM:EC

December 4, 1942

MR. CLEGG

RE: EDWIN KRUSE  
FORMER CAPTAIN, POLICE DEPARTMENT  
INDIANAPOLIS, INDIANA  
NPA DIRECTORY

Kruse, who was formerly a Captain of the Indianapolis, Indiana, Police Department, was demoted to the rank of Sergeant in December, 1941, because he let liquor interfere with his duties. Chief Morrissey of Indianapolis advised that not only had Kruse been guilty of mis-conduct, but he had also taken other members of the department with him on drinking parties.

He has been in a minus category and it is not believed his name should appear on the directory.

Respectfully,

W. H. McCabe

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5C/hce

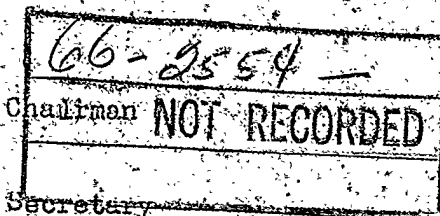
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ADDENDUM: The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Kramer, Ladd and Clegg recommended that this individual's name be included in the Directory.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary



INITIALS ON ORIGINAL

61 FEB 7 1943



2

THE DIRECTOR

The

105

ORIGINAL FILED IN 66-2087-

OPTIONAL, FILED IN

Mr. Tolson ~~serves no~~  
Mr. E. A. Tamm ~~a~~  
Mr. Clegg ~~suppl~~

Mr. Glavin \_\_\_\_\_  
Mr. Ladd on leave  
Mr. Nichols Chief of  
Mr. Rosen Procedure  
Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_

INITIALS ON ORIGINAL

06-2554-  
Special Agent Accountants  
ennington (for approval)  
e that it is not neces-  
s recommended that this

FEB 8 1943

Miss Gandy



MEMORANDUM FOR THE DIRECTOR

- 2 -

5. Leave records for employees out of the service are presently being held in the Leave Section for a period of a year and then sent to the Files Section. The Chief Clerk's Office recommends that the leave records for employees out of the service be sent immediately to the Files Section upon the termination of employment.

6. It is found that sick leave slips received from the field in amounts of over three days in instances where the Special Agent in Charge did not advise the Bureau as to the reason for the employee being sick are returned to the field requesting that the Bureau be advised as to the reason for the employee being absent. It is recommended that this procedure be discontinued and that the Special Agents in Charge be requested in a form letter to submit the reason for the approving of such sick leave and his failure to advise the Bureau.

It is pointed out that with reference to sick leave, present Bureau regulations state that if an employee is absent beyond three days on sick leave, the Special Agent in Charge must notify the Bureau setting out the nature of the illness, exact time the employee entered on sick leave and if possible the expected date of return to active duty. The Chief Clerk's Office recommends that if, after the first letter is sent to the Bureau, the employee remains on sick leave, the field be required to submit letters only at thirty-day intervals and, of course, to wire the Bureau when the employee returned to duty.

7. The Chief Clerk's Office recommends that all Special Agents in Charge be vested with the authority to approve all leave up to the maximum of two weeks' period of time which is the maximum amount of leave that can be approved at any one time and that the leave slip be sent to the Bureau by the Special Agent in Charge in the approved status.

At the present time the Special Agent in Charge approves the leave, sends the leave slip in to the Bureau and it must be approved by the Bureau before the employee in the field can enter on leave. It is not felt that the approving of leave for field employees by the Bureau need be continued since in over 95% of the cases the Bureau approves the leave if it is approved by the Special Agent in Charge.

The Conference unanimously recommends approval of all of the recommendations aforementioned. Should the Director approve, appropriate communications will go forward to the field and the necessary instructions will be issued to the Chief Clerk's Office concerning the other items involved.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NHM:EC

December 10, 1942

MR. CLEGG

Re: Elmer E. Clark  
Chief of Police  
Canton, Ohio  
NPA Directory

Clark was appointed Chief of Police at Canton, Ohio in September, 1941. He had always been fairly cooperative with the Bureau; nothing unfavorable was known about him until the investigation of the case of Louis Peter Morel, wa, et al, White Slave Traffic Act, took place this past summer. Investigation of this case at Canton, Ohio indicated that members of the Canton, Ohio Police Department, including Clark, may have been implicated in this case.

Inasmuch as Clark is now cooperating with the Bureau, and since no specific information has been developed concerning his personally being involved in any graft, it is believed that his name should be continued in the directory.

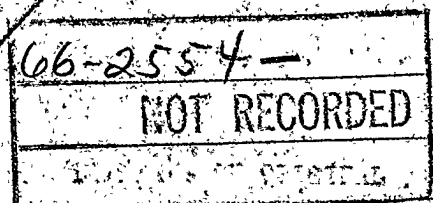
Respectfully,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5C/16C  
#323613

N. H. McCabe



Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg ADDENDUM:

Mr. Glavin 12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Mr. Ladd, C. Tamm, C. H. Carson, R. C. Hendon, Ladd, Rosen, Mumford, Tracy, Nichols Mr. Nichols and Clegg being in attendance, recommended that his name not be included Mr. Rosen in the Directory, particularly since he recently furnished a defense lawyer Mr. Tracy a copy of a Bureau report.

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully  
For the Conference

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

FEB 3 1943

ORIGINAL FILED IN 1-643-35

December 9, 1942

NHM:EC

MR. CLEGG

Re: Manual Montoya, Jr.  
Chief of Police  
Santa Fe, New Mexico  
NPA Directory

This graduate resigned from the Santa Fe, New Mexico Police Department in 1941 to become the proprietor of a second class bar room in Santa Fe. He was subsequently elected police magistrate in Santa Fe, and subsequently appointed himself Chief of Police of that city. He has a bad reputation in Santa Fe and formerly operated a dance hall. He was forced to close this dance hall due to prostitution activities. He is expected to reopen this place in the near future under another name. He has always engaged in such activities as installing slot machines in billiard parlors and he operates a gambling room in the back of the Bank Bar in Santa Fe.

It is not recommended that his name be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/25/90 BY SP5C/bw  
# 323013

Mr. Tolson  
Mr. E. A. Tamm

N. H. McCabe

Mr. Clegg  
Mr. Glavin

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Mr. Ladd, Mr. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Mr. Rosen  
Mr. Tracy

Respectfully,  
For the Conference

Mr. Carson  
Mr. Coffey

Mr. Hendon  
Mr. Kramer

Mr. McGuire  
Mr. Quinn Tamm

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Nease  
Miss Gandy

ORIGINAL FILED IN 1-1434-20

NHA:EC

December 10, 1942

MR. CLEGG

Re: D. P. Phillips  
Former Sergeant, Police Department  
Union City, Tennessee  
NPA Directory

After his graduation from the Academy Phillips assumed a condescending attitude toward his fellow officers and became very troublesome. He was indiscreet with a woman and was suspended for a month and demoted from the position of Sergeant to an officer because of this. He resigned his position in February, 1940. He has been in a minus category for the past three years.

He is out of law enforcement, and it is not believed that he should be included in the new directory.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5C/bc  
# 323413

Respectfully,

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin,

Mr. Tolson, Mr. C. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg  
Mr. E. A. Tamm being in attendance, agreed with the above recommendation.

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

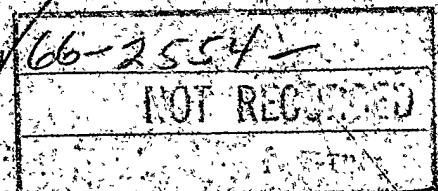
Miss Gandy

Respectfully,

For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



55 FEB 3 1943

NHM:EO

December 9, 1942

MR. CLEGG

Re: N. G. Falkenstine  
Former Lieutenant, State Police  
Baltimore, Maryland  
NPA Directory

This graduate was suspended from the Maryland State Police in April, 1940 for drinking while on duty. He resigned in May, 1940. He is out of law enforcement.

It is recommended that his name not be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/6  
#323,013

N. H. McGabe

ADDENDUM:

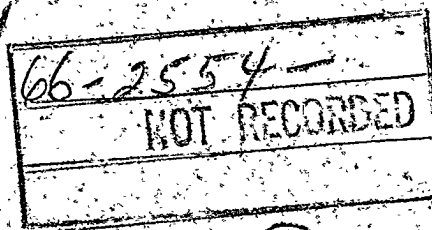
12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



5 FEB 3 1943

FBI File Number 66-HQ-2554, Section 18

GKS:WW

January 14, 1943

MR. NICHOLS

It is believed advisable to furnish on request to appropriate Commands of the Army copies of the reprints from the FBI Law Enforcement Bulletin which are restricted in distribution to law enforcement officials. Accordingly in the future when requests are received from Army officers who appear to have use for such material reprints from the Bulletin will be furnished.

ACTION TO BE TAKEN: It is suggested that the attached letter go forward and in the future the FBI Law Enforcement Bulletin reprints be made available to Army officers when it appears they may have some use for them.

Respectfully,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5C/bc

#323813

J. J. McGuire

Attachment

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Approved by Conference  
consisting of Messrs. Tolson, E. A. Tamm,  
Tracy, Quinn Tamm, Carson, Hendon, Ladd,  
Mumford, Rosen and Nichols  
1/15/43

66-2554-2004  
RECEIVED

INITIALS ON ORIGINAL

Recreated per authority in 94-3-1-25778X  
SP5 bcc-lh  
10/30/96

ORIGINAL FILED IN



100-109

January 11, 1943

Special Agent in Charge  
New Haven, Connecticut

Re: Assignment of Two Agents  
to Handle Review Material  
in the New Haven Field Office

Dear Sir:

Reference is made to your communication of December 18, 1942, concerning the above mentioned matter wherein you request authority to utilize Special Agents Linscott Tyler and Royce B. Thompson to perform file reviews and prepare reference material in the office.

The Bureau has very carefully considered your request and has also discussed this matter with the Inspector who recently had the opportunity of inspecting the New Haven Office and cannot approve the recommendation made by you. It is not felt that the services of these additional Special Agents in performing file reviews and preparing reference material are at all necessary. It is felt that with the administrative assistants presently approved for the New Haven Office, considering the total number of cases pending, you should have absolutely no difficulty in properly handling the matters contained in your communication of reference without additional administrative assistants.

Sincerely yours,

John Edgar Hoover  
Director

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Carson, Tracy, Coffey, Nichols, Hendon, Mumford, Ladd, Rosen, and Glavin, considered this matter and were against assigning any additional men to administrative work there. At the present time the New Haven Office has the Agent in Charge and three other administrative men and they have only 3663 cases pending and should be able to handle that work without additional administrative assistance.

COMMUNICATIONS SECTION  
JAN 11 1943  
U.S. DEPT. OF JUSTICE

RECEIVED READING ROOM  
JAN 11 3 58 PM '43  
U.S. DEPT. OF JUSTICE

WRG:LTS

February 7, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Quinn Tamm, Hendon, Carson, Coffey, Rosen, and Glavin, considered a suggestion advanced by Special Agent in Charge Brantley that the Bureau might wish to consider permitting Special Agents to remain on per diem at new offices of assignment for a stated period of time in view of the fact that it is most expensive to Agents upon arriving at a new office of assignment, due to lack of appropriate living quarters.

It was pointed out to the Conference that at the present time, when an Agent proceeds to a new office of assignment, he finds it most difficult, if not impossible, to secure appropriate living quarters for himself and his family immediately upon arrival there, and as a result of the congestion which holds true in most of our field office headquarters cities, an Agent must either leave his family behind him until he finds quarters, or must secure quarters in a hotel for his family, which is most expensive.

Concerning the possibility of permitting Agents on transfer to remain on per diem for some period of time, Mr. Glavin advised the Conference that the fixing of headquarters is an administrative determination for the head of the agency involved. In this case the Director could fix the headquarters, as is done at the present time, immediately upon the arrival of an Agent at his new office of assignment, or at any time thereafter. The only limitation placed on the fixing of headquarters by the General Accounting Office that has been brought to light in the recent past is the regulation that when an employee remains in a city for over thirty days, his headquarters should be changed to that particular city.

The Conference, with the exception of Messrs. Rosen and Glavin, suggests that an informal inquiry be made at the Bureau of the Budget to ascertain the reaction of that Bureau to any such policy being established by the Bureau—that if a favorable reaction is secured as a result of such inquiry of the Bureau of the Budget, the Bureau establish a policy of permitting an Agent, when arriving at a new office of assignment, to be in a per diem status for a period of two weeks thereafter.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/23/92 BY 350/bce

NOT RECORDED

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2344-3

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

58 FEB 17 1943 #323013

66-2554-2008  
NOT RECORDED  
ORIGINAL

SAC, Philadelphia

- 2 -

February 3, 1943

The Bureau cannot, therefore, approve your continued use of these machines and the Bureau does not desire to purchase these machines at this time.

Very truly yours,

John Edgar Hoover  
Director

The Executive Conference approved this decision.

WRG:lrd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hince, Clegg, Piper and Glavin considered the present Bureau policy in securing transportation for Agents of the Bureau returning to Honolulu after In-Service training in Washington, D. C.

It was pointed out to the Conference that Agents coming in from Honolulu have had no difficulty in securing necessary air transportation; however, Agents, in returning to Honolulu, have had difficulty on numerous occasions in getting appropriate air transportation back to the Islands.

It was pointed out further to the Conference that after the Agents complete their In-Service school in Washington, D. C. a great many of them enter in a leave status, visiting their folks on the Mainland before returning to the Islands and it was felt that the Bureau cannot consistently request that military personnel be taken off of planes, either by the Army or the Navy, going to Honolulu in order to secure passage for our Agents returning to the Islands. We cannot certify to either the War or Navy Departments that it is extremely essential that the Agent get back to the Islands for duty, since they have been taking In-Service training in Washington and have taken leave before returning to the Islands.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Conference recommends, therefore, that Agents returning to Honolulu on regular assignment after completion of In-Service school, make the return trip to the Islands by Matson Liner. The Conference has advised that such liners go regularly to the Islands from San Francisco each week.

Should the Director approve this recommendation, Agents from the Honolulu Office will be appropriately advised concerning this matter of travel.

Respectfully submitted,  
FOR THE CONFERENCE

|   |
|---|
| 66-2554 ✓   |
| NOT RECORDED  |
| ALL INFORMATION CONTAINED<br>HEREIN IS UNCLASSIFIED |
| DATE 11/23/90 BY SP5 SGT/6                          |

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

#323,013

ORIGINAL FILED IN 66-3918-13

Memorandum for the Director - 2 -

His headquarters would then be changed to the new office of assignment upon the expiration of that period of time.

Messrs. Rosen and Glavin feel that there should be no change in the Bureau's present policy concerning the headquartering of the Bureau's Special Agent personnel, that the headquarters should be changed upon the arrival of the Special Agent in his new headquarters city.

Should the Director approve the majority recommendation in this particular matter, immediate steps will be taken to contact an appropriate individual at the Bureau of the Budget to secure informal approval of this suggested policy.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

V. R. Glavin  
Secretary

WRG:1rd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Piper, Coffey, Carson, Nichols, Hendon, Hince, Rosen, Ladd, Mumford, Clegg and Glavin considered a suggestion submitted by Special Agent T. J. Scott of the Chief Clerk's Office.

Mr. Scott points out that at the present time when a promotion is pending for an employee and the employee resigns, the necessary papers are prepared and sent to the Department canceling the recommended increase. Mr. Scott also points out that this usually results in the check being drawn in the wrong amount necessitating its return to the Department for correction, that there is a great deal of delay in having the check corrected and there is a great deal of additional work here at the Bureau in returning the check. He recommends, therefore, that in the future, unless some special condition exists, that the pending increases for employees who resign not be canceled.

The Conference was unanimously opposed to the recommendation and recommends that the Bureau's present policy of canceling such promotions when an employee resigns, who has not yet been advised of the promotion pending, be continued.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully submitted,  
FOR THE CONFERENCE

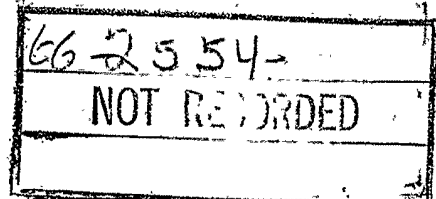
Clyde Tolson      W. R. Glavin  
Chairman          Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/98 BY 350/622

#323,813



60 MAR 20 1943

ORIGINAL FILED IN 66-1986-5

LAH:EEH

February 25, 1943

THE DIRECTOR

RE: CHARGE-OUT SLIPS

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The Chief Clerks' Conference recommended that the practice of showing the last serial on the charge-out slip when a file is requested be discontinued.

The Conference of Special Agents in Charge and Inspectors believed the present practice of showing the last serial should be continued, as it assists in serializing when additional serials are received.

The Executive Conference unanimously approved the recommendation of the Special Agents in Charge that we should continue the present rule which requires that the serial number of the last serial be placed on charge-out slips when a file is charged out.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo - Mr. Glavin \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

66-2554-  
NOT RECORDED

W. R. Glavin,  
Secretary

50 MAR 19 1943

ORIGINAL FILED IN 66-7294-114



EPC:AP

February 23, 1943

THE DIRECTOR

The Executive Conference on February 16, 1943, Messrs. Carson, Clegg, Glavin, Hendon, Hince, Mumford, Piper, Rosen, Quinn Tamm, Tracy and Coffey present, considered whether supervisors at the Seat of Government and Special Agents in Charge who have already received sound training but have not received the telephone instruction, should be brought in for the additional seven days of telephone instruction which is now being given to all those sound men not so previously instructed.

The Conference was unanimously of the opinion that Special Agents in Charge should not be brought in for this telephone instruction for the reason that their official duties are such that they would not have occasion personally to have to make telephone installations.

With regard to supervisors now stationed at the Seat of Government, the majority of the Conference, Messrs. Glavin, Hendon, Mumford, Piper, Q. Tamm, Tracy, and Coffey, were of the opinion that such supervisors should be given the training for the reason that they may at any time be assigned to the field.

Those opposed to giving this training to the supervisors were Messrs. Carson, Clegg, Hince, and Rosen.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

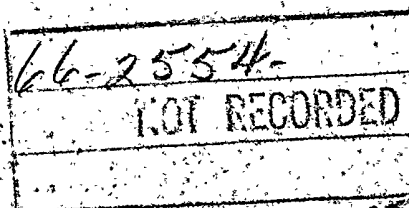
W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols cc - Mr. Glavin  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/23/92 BY SP5CJ/hce

#323813



ORIGINAL FILED IN 1-42-

18 MAR 18 1943

LBN:RC

February 20, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Mumford, Clegg, Hendon, Quinn Tamm, Tracy, Carson, Coffey and Nichols, considered the matter of filing memoranda prepared by the firearms experts certifying new Agents had qualified in the use of all firearms. It was pointed out to the Conference that a summary memorandum is prepared on each new Agent showing his skill and progress in school and that the firearms instructor's certification could very well be inserted in this memorandum thereby obviating the necessity of filing separate memoranda in each personnel file.

The Conference was unanimous in recommending approval of this procedure and if the Director approves, a memorandum is attached to Mr. Clegg.

Respectfully,  
For the Conference

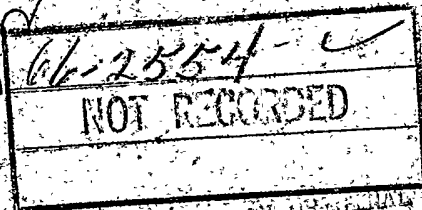
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg Attachment  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin cc - Mr. Glavin  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SP5C/bce  
#323013



ORIGINAL FILED IN 66-2554-3420

MAILED 19 1943

AR:JSF

February 1, 1943

THE DIRECTOR

*OK*  
The <sup>0</sup>Executive Conference, those in attendance being Messrs. E. A. Tamm, Nichols, Clegg, Q. Tamm, Carson, Hince, Mumford, Glavin and Rosen, approved the attached bulletin,

- (1) pointing out the Bureau's jurisdiction in those cases involving the harboring of deserters from the United States Army or the United States Navy;
- (2) pointing out the procedure to be followed in disposing of deserters from the Canadian Armed Forces who are found in the United States;
- (3) the statute pointing out that a deserter is under military jurisdiction and is authorized to wear the uniform until his name is stricken from the Armed Forces or his name has been removed from the roll for some other reason.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554  
NOT RECORDED

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/23/98 BY SP5CJ/6CE  
# 323013

FEB 12 1943

ORIGINAL FILED IN 66-1

LAH: EEM

February 25, 1943

THE DIRECTOR

RE: NUMBERING AND SERIALIZING PERSONNEL  
FILES IN THE FIELD

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The Chief Clerks' Conference recommended that personnel files not be numbered or serialized.

The SAC and Inspectors' Conference recommended that we continue the present system of serializing as a safe-guard against the removal of serials. The same decision was made with respect to file numbers. Mr. McKee dissented believing that the Bureau could save work and streamline the personnel files' handling by the adoption of the suggestion. He does not believe there is any serious threat to the security of the files.

The Executive Conference, those present being Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince, unanimously recommended that we continue our present system of serializing personnel files as a safe-guard.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Piper \_\_\_\_\_

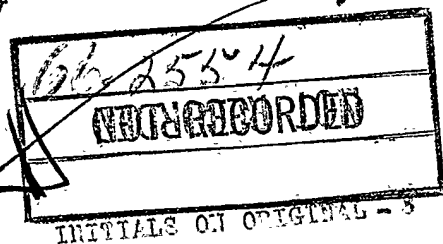
Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary



228  
MAR 7 9 1943

ORIGINAL FILED IN 66-255-10764

LAH:EEM

February 10, 1943

THE DIRECTOR

*man*

The Executive Conference considered the suggestion that Rules and Regulations Section 5, B-3 and Chief Clerks' Manual Section 4, B-3 be amended to eliminate the requirement that one copy of a personnel status report be put in the administrative file.

The Conference unanimously agreed that such a copy in the administrative file is no longer required in view of the fact that necessary information is contained in the letter regarding the arrival of each Agent, a copy of which is presently contained in the Field Office administrative files. In the future, it will only be necessary for the Field to prepare one original and two copies of the personnel status reports, two copies for the Bureau and one for the Field Office administrative files.

Those present were Messrs. Ladd, Rosen, Mumford, Clegg, Glavin, Tracy, Q. Tamm, E. A. Tamm, Piper, Coffey, Carson, Nichols, Hendon and Hince.

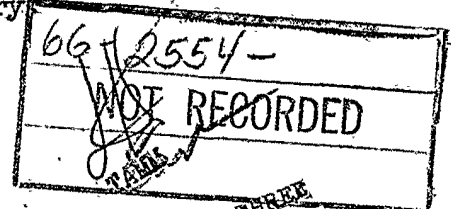
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon GC - Mr. Glavin  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/23/98 BY SP5 CFB  
# 323013



WRG:lrd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Piper, Quinn Tamm, Carson, Coffey, Hince, Hendon, Clegg, Nichols, Ladd, Mumford, Rosen and Glavin considered a request by the Technical Laboratory that the Bureau purchase 25 electric playback units to supplement the present equipment distributed throughout the field.

Mr. Coffey pointed out to the Conference that due to the increase of technical and microphone surveillances throughout the country and the establishment of large consolidated plants at various points in the larger cities and in view of the Bureau's present orders for 92 additional sound recorders, some of which have already started arriving, it is believed that this equipment will serve to fulfil a vital need. It was pointed out by Mr. Coffey in the Conference that the Bureau at the present time has an outstanding order for 6 of these units for the New York Office inasmuch as that office has specifically requested 6 of this particular type in addition to the other types presently in use in that office. Mr. Coffey feels that it would be desirable that at least 2 of these playback units be maintained in such offices as Detroit, Chicago, Washington Field, Los Angeles, San Francisco, Newark, Baltimore, etc, such offices presently maintaining a large consolidated technical installation.

Six of these machines are presently in operation and, according to Mr. Coffey, are giving excellent service. The list of these units is \$250.00 with a net discount to the Government of approximately 30%. These units are classed as "electronic equipment" by the WPB and a high priority will be necessary.

Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Carson, Mr. Hendon, Mr. McGuire, Mr. Mumford, Mr. Harbo, Mr. Quinn Tamm, Mr. Nease, Miss Gandy

The Conference, with the exception of Mr. Clegg, recommends the purchase of these machines since playback units are badly needed, according to information received from Mr. Coffey, for the handling of much of our technical surveillance work. Mr. Clegg recommends against the purchase of any such machines at the present time.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/98 BY SP5CJ/lce

#323013

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

33 MAR 19 1943

66-2554-  
NOT RECORDED  
ORIGINAL FILED IN 90-11-5-5-57

WEG:1rd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

RE: BUREAU AUTOMOBILE ACCIDENT  
1938 Ford Sedan, Motor #18-4487508  
Date, January 29, 1943  
Damage - \$300.00  
SA James H. Ackerman - Boston

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hince, Clegg, Piper and Glavin considered the above-mentioned accident.

For the information of the Director, at approximately 11:30 A.M. on January 29, 1943, Agent Ackerman, while driving a Bureau-owned car approached a curve at the edge of the City of Manchester, New Hampshire, at approximately 25 mph. and slid approximately 30 feet into a truck owned by Ella M. Donaldson and driven by Archie L. Page which was approaching from the opposite direction.

The facts of the accident as reported to the Bureau are that the weather was clear and cool and the highway was clear of snow to a point of about 100 feet from where the collision occurred. Agent slowed down his car to about 25 mph. on approaching the curve, that as the car came into the curve he observed snow on the surface of the road and slowed the car down to less than 20 mph., that at the sharpest point in the curve, the surface of the roadway has a slant toward the left side of the road which condition is due to the removal of railway tracks from the street several years before, that at this particular point the Bureau car struck a patch of glare ice covered with snow which completely concealed it and the Bureau car skidded and collided with the approaching truck. The truck driver, seeing that the Bureau car was out of control, slowed down some little distance from the point of impact and had nearly come to a stop when the collision occurred.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Special Agent Ackerman was questioned about chains. He advised that he did not have chains on the car inasmuch as the main line was not in use. He contacted the police headquarters at Concord as to the condition of the roads and had been informed that the road had been thoroughly plowed between Concord and Manchester, and was in a dry condition, free of snow and ice and that chains were unnecessary. Sergeant R. M. Perkins of the N. H. State Police

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DATE 4/23/98 BY SP5/bce  
# 523,013

60 MAR 20 1943

ORIGINAL FILED IN 66-1980-9-9744



February 15, 1943

CAA:KSL

MR. COFFEY

Re: Fraudulent Check File; Exception  
to general rule whereby handwrit-  
ing examinations are not made for  
police

The check file has been so successful that a very large percentage of fraudulent checks issued in the country are now being received. This results in a high percentage of identifications in the file (more than 60% at the present time).

Identifications of typewriting, check protectors, safety paper, rubber stamps and similar features are made directly to police in accordance with the general rule of the Laboratory making all Laboratory facilities available upon request. After this work is done, however, a difficult and delicate situation develops because the identifications of the signature cannot be reported. As a practical matter it is impossible to separate these cases during the examination so that there is no actual saving.

In order to be of as much assistance as possible within the rule in replying copies of the fingerprint cards and criminal records are forwarded. If the case is a sufficiently important one a copy of the letter is also forwarded to the Field Office with an additional statement as to the identification of the signature. Many of the Field Offices submit the checks for the examination and, of course, the complete report is returned to them.

The Chief of Police at Milwaukee has just written requesting specimens of hand-  
writing as shown by the signatures on the fingerprint cards of certain persons be for-  
warded so that the police may compare the signatures thereby identifying these check

Mr. Tolson. This procedure, if adopted generally, would result in passing to the Bureau  
Mr. E. A. Tamm the clerical work connected with the file while returning to the police department  
Mr. Clegg the technical handwriting comparison for which, of course, the police department would  
Mr. Coffey receive credit although the Bureau did everything but the final technical conclusion.  
Mr. Glavin  
Mr. Ladd The recent decision of the Supreme Court with reference to prosecution of check  
Mr. Rosen cases under the Bank Robbery (Larceny) statute appears to further complicate the matter.

Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
RECOMMENDATION: I recommend that either one of two courses of action be taken: 1.  
That instructions be issued to the field to secure the submission of all checks from  
police departments and other sources through the Field Offices. 2. Apply the excep-  
tion to the general rule to deny all examinations of handwriting to police  
except signatures on checks, which may be compared.

Respectfully,

C. A. Appel

Miss Gandy

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DATE 11/23/98 BY SP5CJ/KSC

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3/19-43  
Admission Card  
to the  
Department of Justice  
The Department of Justice  
has received this card  
and is now processing it.  
The Department of Justice  
is now processing it.  
The Department of Justice  
is now processing it.

MEMORANDUM FOR THE DIRECTOR

- 2 -

confirmed this contact made by Agent Ackerman.

The accident report of the police inspectors at Manchester, New Hampshire, when personally discussed with one of the inspectors, revealed that the point of the accident was considered one of the most dangerous corners in Manchester and numerous accidents had occurred there.

The truck driver, when interviewed, stated he was approximately 100 yards from the Bureau car when he noticed the rear of the car commencing to skid, that he was going between 15 and 20 mph. and fearing a head on collision, he applied the brakes and then headed the truck into the snow bank on the side of the road. He stated that the Bureau car was moving about 15 to 20 mph. when he first noticed it going into a skid, that he did not have any chains on the truck because the main highways were dry and free of snow. The truck driver believes that the accident was unavoidable and stated that he believed both he and Agent Ackerman were driving very slowly and well within the speed limits and if it were not for the snowy condition of the road, the accident would not have occurred.

The Bureau car in question could be repaired for approximately \$300.00; however, the contract garage representatives, in examining the car, stated that the value of the car was less than the cost of the repairs and would have been worth no more than \$150.00 before the accident. The car involved is a 1938 Ford which had travelled 68,736 miles.

SPECIAL AGENT IN CHARGE'S RECOMMENDATION: SAC Madigan of the Boston Office advised that he was of the opinion that Agent Ackerman should not be held responsible for the damages to the Bureau automobile, that the investigation and a conference with the Agent reveals he took every winter precaution and was not negligent in the operation of the Bureau automobile.

Special Agent King, who reviewed the accident in the Chief Clerk's Office, felt that Agent Ackerman should have been able to keep the car under control and should be requested to pay the damages of the car.

For the Director's further information, certain photographs are attached hereto which clearly reflect the conditions experienced by Agent Ackerman in driving this car.

Photograph labelled "A" shows the condition of the state road as compared with the city road at the scene of the accident. It is noted that the state road is entirely clear. The city road is snow-covered.

Photograph labelled "B" shows the course of the Bureau car as it entered into Webster Street from Daniel Webster highway, showing

MEMORANDUM FOR THE DIRECTOR

- 3 -

the spot where the accident had occurred.

Photograph labelled "C" gives the general view of the condition of the roadway. Attention is invited to the fact that the roadway beyond the city limits is relatively clear of snow or ice, there being large patches of cleared pavement, but when entering the city limits the street is covered with snow.

Photograph labelled "D" shows a car following the identical route which was followed by the Bureau car as it was about to enter the intersection of Daniel Webster highway and Webster Street. Attention is invited to the fact that just before entering the street from the stated highway the state highway shows large clear patches.

Photograph labelled "E" shows the condition of the car after the accident.

CONFERENCE'S RECOMMENDATION: The Conference recommends that this Agent be not held responsible for the accident in question for the following reasons:

1. It had been definitely determined from the other individual interviewed who was involved in this accident that the Agent was not exceeding the speed limit.
2. The Agent was travelling without chains after having received information from the State Police that the streets and highways were clear.
3. That the Inspector inspecting the scene of the accident stated that in his opinion the point at which the accident occurred was one of the most dangerous points in the City of Manchester and many accidents had occurred there.

Should the Director approve the Conference's recommendation, appropriate information will go forward to the Special Agent in Charge at Boston concerning this matter.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachments

WRG:1rd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Piper, Coffey, Carson, Hince, Nichols, Hendon, Rosen, Ladd, Mumford, Clegg and Glavin considered a suggestion submitted by Clerk Forrest F. John, of the Washington Field Office, that the Bureau may desire to consider preparing mailing lists for Special Agents in Charge and Assistant Special Agents in Charge by using one side of the mailing list for Special Agents in Charge and the other side for Assistant Special Agents in Charge.

This clerical employee points out that these lists are issued on an almost simultaneous basis and in line with the Bureau policy of utilizing both sides of the paper where possible, such use could very well be made in this regard.

For the Director's information, previous to this time such lists have been prepared for Special Agents in Charge and for Assistant Special Agents in Charge; however, the Conference feels that the suggestion by Clerk John is a worthy one and recommends its adoption.

Subject to the Director's approval, there are attached hereto appropriate instructions to the Chief Clerk concerning this particular matter, together with a letter of thanks to the employee.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

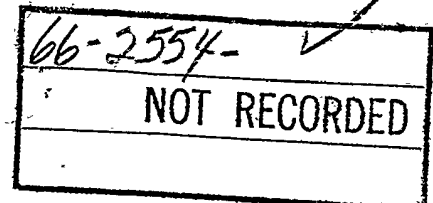
DATE 9/22/90 BY SP5C/bce

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Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson W. R. Glavin  
Chairman Secretary

Attachments



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February 19, 1943

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THE DIRECTOR

DATE 9/22/98 BY SP5 C/LC  
# 323013

The Executives Conference, those present being Messrs. Tolson, Glavin, Ladd, Nichols, Q. Tamm, Rosen, Tracy, Carson, Hince, Hendon, Mumford, Coffey, Piper and Clegg, considered a suggestion of Special Agent E. P. Morgan of the Training Division that the Quarterly Intelligence Summary be furnished to field offices on the basis of the number of agents assigned to security matters in each division rather than as at present when only one copy of each summary report is submitted to each field office. He pointed out that about 80% of the in-service men have never seen a copy of the Quarterly Intelligence Summary. He felt that by furnishing additional copies to each field division in proportion to the volume of security work performed or by making the summary available in sections as to the national tendencies, such as Communist, German, Italian, Spanish, etc., and also by authorizing the offices to make copies of pertinent sections of the summary as required for agents handling security matters in each particular office, this would lead to a more careful study and a better understanding of the problems in the intelligence field.

Initially but one complete copy of the Quarterly Intelligence Summary was furnished to field offices, first, because the accumulated volumes take up considerable filing space; second, because there was a heavy volume of work involved in printing these voluminous documents; and third, it was felt at the beginning that this information was so very confidential that one copy, maintained confidentially, would be adequate and the document could be used for reference purposes.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_ The Executives Conference has considered this matter in the  
Mr. Clegg \_\_\_\_\_ light of present conditions, however, and recommends that in the future  
Mr. Coffey \_\_\_\_\_ three copies instead of one copy of the Quarterly Intelligence Summary  
Mr. Glavin \_\_\_\_\_ be sent to each field office, and if this is approved, Special Agent  
Mr. Ladd \_\_\_\_\_ Morgan is being advised accordingly.

Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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cc-Mr. Glavin

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February 8, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Quinn Tamm, Coffey, Nichols, Tracy, Piper, Ladd, Mumford, Hince, and Clegg being present, considered the suggestion for holding the annual FBI National Police Academy Retraining School during the year 1943. The recommendations were made as follows:

1. That the annual Retraining School be held during the week of October 18 to 23, 1943, which will be the concluding week of the final session for this year.
2. That the Special Employee Agents who are graduates of the National Police Academy be ordered to Washington for this Retraining School.
3. That all arrangements, such as contacts, reservations of the Departmental Auditorium, preparation of the program, and preparation by various committees, be inaugurated promptly with the view to completing preparations and giving advance notice for holding the school.

RECOMMENDATION: Mr. Clegg favored this program and felt that the decision should be made promptly in order that room and train reservations could be made at an early date and in order that the officers could plan their vacations to coincide with this time. It was felt that it would be particularly important to hold the Retraining School in order to keep the FBI National Police Associates current and alive with election of new officers and in order to train them for more active participation with the Bureau in the war program.

All other members of the Conference recommended that this matter be deferred until May 15 in order to see what the opportunities for transportation, food, such entertainment as might be considered reasonable, and other accommodations would be possible at that time. It was felt that this would be adequate to permit a planning of vacations in order to attend the Retraining School and the making of necessary transportation and hotel reservations while they are here.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Wayne Tolson  
Chairman

W. R. Glavin  
Secretary

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WRG:1rd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

RE: BUREAU AUTOMOBILE ACCIDENT  
Ford Sedan, Motor No. 460724  
Date - January 21, 1943  
SA Edward W. Hoffmann - Baltimore

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hince, Clegg, Piper and Glavin considered the above-mentioned accident involving Special Agent Edward W. Hoffmann assigned to the Baltimore Field Office, damage to Bureau-owned automobile between \$375.00 and \$400.00.

For the Director's information, Agent Hoffmann, on January 21, 1943, at approximately 4:30 P.M., was travelling about 25 miles per hour along a one-way street in Baltimore, Maryland. The day was clear and the pavement was dry.

At a right angle intersection he collided with a 1½ ton truck approaching from Agent Hoffmann's right on an intersecting street. Agent Hoffmann received minor injuries as did the driver of the truck. The driver of the truck, after examination at Johns Hopkins Hospital, was said to be bruised and shaken up but no serious injury or permanent ill effects would be suffered by him. He was kept under observation for several hours and then released.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The Bureau car crashed into the middle of the left side of the truck and both vehicles went a distance of 21 feet after the collision. Drivers of both machines were given summons to appear in traffic court, this being the customary procedure in such accidents in order to assure the drivers presence in court on the technical charge. After a short hearing on February 6, 1943, charges against both drivers were dismissed.

There were no eye witnesses to the accident.

The one-way street on which Agent Hoffmann was driving is 20 feet wide and the intersecting street on which the delivery truck was approaching was 24 feet wide. There was no traffic control device or warning signal of any kind at the intersection.

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February 12, 1943

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Glavin, Ladd, Rosen, Tracy, Coffey, Carson, Piper, Mumford, Hendon, Q. Tamm, Hince and Clegg being in attendance, considered the question as to whether it was necessary that Special Agents in the Field Offices while on regularly scheduled firearms training be required to wear the standard gray uniforms that they are required to wear on the firearms range at Quantico.

It was the unanimous recommendation that this not be a requirement although it was recognized that since these gray uniforms have been purchased primarily for the purpose of wearing them at Quantico and in a majority of instances it was believed that they would be worn in the field. It was not felt, however, that a requirement to this effect should be imposed because weather conditions might make them impractical at times in the field. At Quantico the Agents are issued fleece lined shooting jackets in cold weather and such jackets are not available in Field Offices.

Respectfully,  
FOR THE CONFERENCE

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HEREIN IS UNCLASSIFIED

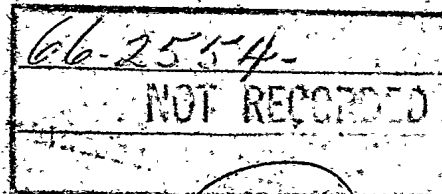
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# 323813

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd CC. Mr. Glavin  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
s Gandy \_\_\_\_\_

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MEMORANDUM FOR THE DIRECTOR

- 2 -

and the vision of both drivers was blocked by a stone garage located five feet from both streets at the right angle to the right of Agent Hoffmann. Both drivers were approaching the intersection with their view of each other obscured.

The driver of the truck, when interviewed, stated he was travelling approximately 15 miles an hour and that he had already entered the intersection when he glanced up and saw the Bureau car bearing down on him, that he did not attempt to apply his brakes because he stated if he had done so he probably would have been killed. He declined to estimate the speed of the Bureau car but felt it was considerably greater than his speed. The truck driver stated that Agent Hoffman was in the wrong, the truck driver being powerless to avert the collision.

It was determined that under the Maryland law the driver on the right hand side always has the right of way at street intersections regardless of whether one or both of the streets involved are one-way streets, in the absence of a traffic control device, through-street sign, or traffic policeman. The delivery truck was on the right hand side.

SAC Soucy of the Baltimore Office advised that it did not appear that the Bureau Agent was driving recklessly or at an excessive rate of speed, but that he was placed in the position of being on the left and did not have the right of way under the Maryland traffic custom and he, SAC Soucy, feels that he has no alternative but to recommend that Agent Hoffmann be required to pay for the damages to the Bureau car.

For the Director's further information, there is attached hereto a photograph labelled "A" which shows the scene of the accident, one arrow indicating that the Bureau car was proceeding straight ahead, the other arrow reflecting the truck approaching on the intersecting street.

Photograph "B" shows the position of the truck after the collision. It is interesting to note that the truck was thrown clear beyond the pavement and a considerable distance from the street.

Photograph "C" shows the condition of the Bureau car after the accident.

There is also attached hereto a rough sketch showing the scene of the accident. It is noted from a review of the sketch that the Bureau car marked "B" crashed into the truck, the truck being in the intersection, and after hitting the truck, the truck and the Bureau car travelled approximately 21 feet 9 inches and then went up over the curb onto the sidewalk, an additional 15 feet and 9 inches for the truck in question. The Bureau car also partially went onto the curb.

MEMORANDUM FOR THE DIRECTOR

- 3 -

CONFERENCE'S RECOMMENDATION: It is the recommendation of the Conference that Special Agent Hoffmann be held responsible for the damage to the Bureau-owned automobile. His personally-carried insurance takes care of the damages to the truck.

The Conference feels that this Agent was most negligent in the operation of his automobile for the following reasons:

1. He disregarded the right of way of the truck.
2. He must have been going at a speed much faster than the 25 miles per hour which he states. If he were going 25 miles per hour, the Conference does not feel that he could have hit a slow-moving panel truck, a light truck it is true, damaging it to the extent it did, both cars travelling a distance of 21 feet diagonally across the street, up over the curb and 15 feet further, stopping just against a fenced-in yard. The damage to both automobiles reflected in the attached photographs give definite proof of this condition.

Should the Director approve the Conference's recommendation in this case, the appropriate communication will go forward to the Special Agent in Charge at Baltimore concerning this matter.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachments

WRG:jh

February 18, 1943

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/91 BY SP5CJ/bce  
# 323013

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Hince, Ladd, Carson, Mumford, Rosen, Nichols, Hendon, Piper, Quinn Tamm, Tracy, and Glavin, considered Mr. Glavin's memorandum to the Director under date of January 22, 1943, concerning the suggested hours of duty for Bureau employees at the Armory. The Director will recall that the Conference suggested hours from 8:30 A.M. to 5:00 P.M. at the Armory if they could be approved.

The Conference was advised by Mr. Glavin that he had conferred with Mr. Carlston of the Bureau of the Budget and Mr. J. E. Chrisman of the Capital Transit Company concerning possible hours of duty at the Armory. Under present procedure, the Bureau of the Budget must approve the hours of duty of all government departments in the city and the Bureau of the Budget, in turn, confers with the Capital Transit Company for its transportation information.

The Conference was advised that Mr. Chrisman of the Capital Transit Company stated that if our hours at the Armory were from 8:30 A.M. to 5:00 P.M. and if we had an average of 2400 people on that tour of duty the Capital Traction Company could not handle our traffic load if these 2400 people used the Capital Traction conveyances. Chrisman stated that approximately 700 of our employees could not be taken care of. He stated that to properly take care of 2400 more people in that particular area at 8:30 A.M. and 5:00 P.M. the Capital Transit Company would have to have at least eight more street cars and sixteen busses, entailing the assignment of thirty-two additional operators on those particular runs. Chrisman stated they have the street cars and busses; however, they are 500 men short for operators and they have absolutely no chance of securing additional operators; that, therefore, they can't run their street cars they now have and approximately 200 are tied up for that reason.

Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Chrisman stated that the Capital Transit Company would not be able to handle the people in the morning but that there was some doubt that they could handle the employees at the closing hour of 5:30 P.M.

Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
In connection with the possible 9:00 A.M. to 5:30 P.M. shift, Chrisman also stated that they would not be able to furnish shuttle service from the ends of the car lines to the Armory at either the 8:30 A.M. to 5:00 P.M. hours or 9:00 A.M. to 5:30 P.M. hours inasmuch as every bit of equipment the Capital

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Transit Company<sup>has</sup> is on the road on active runs at that time.

For the information of the Director three car lines feed into the Armory; one, the East Capitol Street run which ends between 14th and 15th Streets on East Capitol Street; two, ending at Pennsylvania Avenue Bridge and Barney Circle; three, ending at 19th and Benning Road. Mr. Chrisman stated that for the people working in the X and Y Buildings and the Armory at the present time shuttle service is maintained from the ends of those car lines. These people come to work at 7:30 A.M. and the Capital Traction Company has equipment available at that time to run the necessary shuttle service. Not having this shuttle service available for our employees at 8:30 A.M. or 9:00 A.M. would mean it would be necessary for our employees to walk a minimum of four blocks and a maximum of nine blocks to get to the Armory, depending on the street car or bus route used by them.

This entire matter was discussed and considered by the Conference and it was pointed out to the Conference that Mr. Chrisman of the Capital Traction Company stated they could not insist that we have hours other than 8:30 A.M. or 9:00 A.M. but he was just pointing out that if we did take those hours the Capital Traction Company probably would not be able to accommodate all of our people.

After a thorough discussion of this matter, the Conference, with the exception of Mr. Quinn Tamm, recommended that the 8:30 A.M. hour be established to begin with. The Conference pointed out that we are on the 8:30 A.M. to 5:00 P.M. hours now and there doesn't appear to be any difficulty experienced by our employees in getting to and from the Armory at the present time. Mr. Quinn Tamm suggested working hours of 9:00 A.M. to 5:30 P.M.; however, the remainder of the Conference pointed out that if these hours of duty are established, many employees attending school undoubtedly would find it impossible to attend school at the regular hours at Georgetown and George Washington. It will be recalled that the George Washington Law School has regular classes in the evening at 6:30 to 8:20 P.M.; that the regular college hours at George Washington begin at 6:00 P.M. The Georgetown Law School begins at 5:45 P.M. The majority of the Conference feels that the 8:30 hour should be established and if we have difficulty in handling our people in so far as transportation is concerned after that hour is established we should then perhaps consider staggering the hours of our people in the Armory so as to eliminate any traffic congestion.

The Conference was advised by Mr. Glavin that he had discussed this matter with Mr. Carlston of the Budget Bureau who must approve hours of duty and Mr. Carlston provisionally approved the 8:30 A.M. hour with the understanding that if considerable traffic congestion results the Bureau will appropriately consider a change of hours. The Conference was further advised that Carlston is desirous of securing

-3-

a memorandum from the Department concerning these hours. He, Carlston, has already discussed this matter with the Capital Transit Company and they are agreeable to furnishing every bit of service they can to us to see if these hours, 8:30 A.M. to 5:00 P.M., can be proved to be satisfactory.

There is attached hereto for the Director's approval a memorandum to Mr. Quinn of the Department concerning this matter.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

c  
o mam  
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y

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

February 7, 1943

WRG:MTS

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of the following members, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Clegg, Hendon, Carson, Coffey, Mumford, Rosen, and Glavin, considered the possibility and desirability of including Chevy Chase, Maryland, in the metropolitan district of Washington for the purpose of investigative assignments, having all investigative work in Chevy Chase put under the jurisdiction of the Washington Field Office instead of the Baltimore Field Office at the present time.

The Conference unanimously recommends against assigning the Chevy Chase district of the Baltimore Field Division to the Washington Field Division. The Conference points out that in practically every office in the country there are like conditions. For instance, Camden, New Jersey, is really a part of metropolitan Philadelphia, yet it is handled by the Newark Office. Alexandria, Virginia, is really part of metropolitan Washington, as is Arlington, Virginia, yet both Arlington County and Alexandria are handled by the Richmond Office. The same is true of Covington, Kentucky, when considering Cincinnati, Ohio, Covington really being a part of metropolitan Cincinnati, yet being under the jurisdiction of the Louisville Office.

It was felt that if there was any redistribution of territories due to the closeness of an adjoining field office to the large metropolitan area in which the territory in question was situated, whatever good might result in such a redistribution would be nullified by duplicate travel expenses, et cetera. The Conference, therefore, recommends against the inclusion of the Chevy Chase area in the Washington Field Division.

Respectfully,  
For the Conference

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DATE 7/22/96 BY SP5CJ/bca  
#323013

Clyde Tolson  
Chairman

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February 1, 1948

THE DIRECTOR

The Executive Conference attended by Messrs. E. A. Tamm, Nichols, Clegg, Q. Tamm, Carson, Hince, Mumford, Glavin and Rosen, approved the attached bulletin pointing out to all Special Agents in Charge the ruling governing the recording of military and state court statistics which are required to be submitted to the Bureau.

Respectfully,  
For the Conference

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/23/98 BY SP5/BA  
#323013

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ORIGINAL FILED IN 3-2-4

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9/13

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WRG:MTS

February 7, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Coffey, Carson, Piper, Clegg, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, considered an accident involving Special Agent R. L. Morgan of the Milwaukee Office.

Morgan, accompanied by Special Agent E. Bruce Ryder, was operating a Bureau automobile at a speed of about 15 miles per hour at a distance of from 50 to 75 feet behind a street car. The street car stopped suddenly at an intersection to pick up some passengers and Agent Morgan immediately applied the brakes to the Bureau car, causing the wheels to skid in the ruts of the street car tracks. Agent Morgan pumped the brakes three or four times without getting much traction, but slowed the car down to about 7 or 8 miles per hour, when it skidded directly into the back of the street car, which had stopped. The road surface was covered with packed snow and ice about two or three inches above the level of the street and the car tracks, making a rut with the rails at the bottom. The wheels were either already in these ruts, or slipped into them as soon as the brakes were applied. Morgan thought he had plenty of room to stop the car without turning out of the ruts and possibly hitting cars parked at the curb or coming in the other direction. The damage to the Bureau car was \$68.55.

Mr. Tolson \_\_\_\_\_ SAC O'Connor of the Milwaukee Office states in his opinion-  
Mr. E. A. Tamm \_\_\_\_\_ Morgan was not negligent and should not be held responsible  
Mr. Clegg \_\_\_\_\_ for the damages to the Bureau car. Chains were not used. The  
Mr. Coffey \_\_\_\_\_ Conference is in entire agreement that chains should not have been  
Mr. Glavin \_\_\_\_\_ used, since had they been used the speed of the car would have been  
Mr. Ladd \_\_\_\_\_ much greater, either on the ice or on the streetcar rails, and would  
Mr. Nichols \_\_\_\_\_ have been of no help in stopping the forward motion of the car.

Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_ The Conference is of the unanimous opinion that the Agent  
Mr. Carson \_\_\_\_\_ is responsible for the accident, first for traveling close behind  
Mr. Hendon \_\_\_\_\_ the streetcar, knowing the conditions of the road; second, in  
Mr. McGuire \_\_\_\_\_ his own statement this Agent says he felt he could stop the  
Mr. Mumford \_\_\_\_\_ automobile in sufficient time without turning it either to

Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bce

#323013

60 FEB 19 1943

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| 66-2554      |
| NOT RECORDED |

WRC:MTS

February 7, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Carson, Hendon, Nichols, Tracy, Quinn Tamm, Mumford, Rosen, Piper, and Glavin, considered an automobile accident involving Special Agent Edgar C. Fortenberry at Charlotte, North Carolina.

It was pointed out that Fortenberry was driving a Bureau automobile at a speed of about 30 miles per hour over a road that was covered with ice. As he was proceeding down a slight hill, the car began to slip and slide, and before the car could be brought to a stop it skidded into a ditch, over a slight embankment. The damage to the Bureau car was \$32.51.

The Conference was advised that SAC Scheidt feels that the accident was unavoidable. Messrs. Quinn Tamm, Carson, Coffey, Hendon, Hince, Ladd, and Mumford are of the opinion that this Agent should not be held responsible for the accident in question, since the roads were very icy and slippery, and it would have been very undesirable to have used chains due to the icy condition of the road. They feel that this Agent was properly handling the car at the time of the accident.

Messrs. Tolson, Glavin, and Piper are of the opinion that this Agent is responsible for the accident in question, not because he failed to use chains, but because he was proceeding at a speed of 30 miles an hour over a road covered with ice and going down a slight hill. It is felt that more care should have been exercised by the Agent, since he knew the condition of the road and the accident showed definitely that he did not have full control of the car at the speed at which he was traveling.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

INITIALS ON ORIGINAL

ORIGINAL FILED IN

66-1980-9-7394

66-254-  
NOT RECORDED

81 FEB 19 1943

Memorandum for the Director

- 2 -

the right or left behind the streetcar. He misjudged the possibilities in this regard. Should the Director approve, an appropriate communication will go forward to the field.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Chicago

February 18, 1948

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Nichols, Hince, Carson, Hendon, Mumford and Quinn Tamm being present, considered a suggestion submitted by the Identification Division that a letter be transmitted to all contributors of original fingerprint cards advising such contributors that the Identification Division is presently in the process of being moved; consequently, there will be a slight delay in the transmittal of fingerprint replies.

The Conference feels that it is advisable to transmit such a letter because of the planned move of the Identification Division on March 1st and because there will undoubtedly be a delay in the answering of original fingerprint cards.

RECOMMENDATION: Conference unanimously recommends that the attached letter be sent to all contributors of original fingerprint cards, that is, law enforcement agencies.

Respectfully,  
For the Conference

Olyde Tolson, Chairman

W. E. Glavin, Secretary

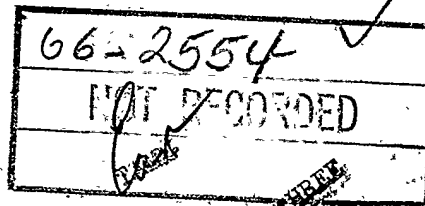
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/22/98 BY SP5CJ/bce  
#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Enclosure



INITIALS ON ORIGINAL

60 MAR 11 1948

ORIGINAL FILED IN 66-1631-775-98

HFC:ME7

February 1, 1943

THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent Robert Arthur Collier that all Agents returning from SIS assignment who have been on special assignment for a year or more should be given a New Agents' Training Course or at least a special training course since he felt that the two-week In-Service Training was not enough to place a man back in the Bureau's active service with full information as to policies and practices.

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nichols, Mumford, Rosen, Carson, Coffey, and Clegg being present, considered that with the new procedure of having the quiz course on the Bureau's manuals during the In-Service School; since there will be in the future manual changes instead of bulletins issued whenever rules, regulations, and instructions are effected; and since an ample opportunity for questions and explanations is given during the panel forums held by each division incorporated with the Agent's studying of his own manuals would meet all necessary requirements.

However, Mr. Glavin felt that those Special Agents on SIS work for more than one year or those on undercover work in factories for more than one year should be placed in New Agents' Classes for sixteen weeks before they are returned to the field for investigative work.

There is attached hereto a letter addressed to Special Agent Collier incorporating the majority's view in the event the Director

Mr. Tolson approves.

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

|              |
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| NOT RECORDED |

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Dated by per  
ORIGINAL FILED IN 1-19-43

Attachment

50-MAR 1943

AMC:BG

February 6, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Carson, Q. Tamm, Mumford, Nichols, Tracy, Piper, Rosen, Hendon, Ladd and Clegg, considered a suggestion of Special Agent John Vincent Gordon of the Providence office that one agent be utilized in each field office to become better acquainted with real estate agents and, therefore, to develop a better and more satisfactory system of aiding Bureau employees in obtaining living quarters in the various field office headquarters.

It was recommended unanimously by the Conference that a letter to all Agents in Charge be prepared, pointing out that this is a normal administrative function of field offices and that arrangements should be made to see that the matter was satisfactorily handled, and several suggestions are submitted if the Director approves.

Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

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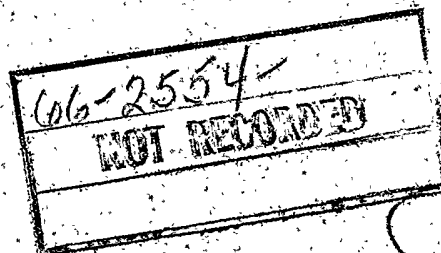
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#323813

Clyde Tolson  
Chairman

U. R. Glavin  
Secretary

cc-Mr. Glavin

Mr. Tolson.....  
Mr. E. A. Tamm.....  
Mr. Clegg.....  
Mr. Glavin.....  
Mr. Ladd.....  
Mr. Nichols.....  
Mr. Rosen.....  
Mr. Tracy.....  
Mr. Carson.....  
Mr. Coffey.....  
Mr. Hendon.....  
Mr. Kramer.....  
Mr. McGuire.....  
Mr. Quinn Tamm.....  
Mr. Nease.....  
Miss Gandy.....



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February 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Mumford, Coffey, Carson, Piper, Clegg, Hendon, Hince, Ladd and Quinn Tamm, considered a suggestion submitted by Special Agent Edward J. Mahler, in which Mr. Mahler suggested that criminal records emanating from the Identification Division and being forwarded to Field Divisions contain an extra sheet so that where an inquiry is made as to whether or not the subject of the criminal record is identical with a wanted notice the sheet may be detached and forwarded to the Bureau with a proper response.

You are advised that the Conference is opposed to the adoption of this suggestion because it would necessitate additional work in the Identification Division and would not accomplish any purpose as far as the field is concerned.

If you approve, there is attached a letter to Mr. Mahler so informing him.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
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DATE 9/23/90 BY SP5C/lee  
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Enclosure

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Clyde Tolson, Chairman

W. E. Glavin, Secretary

FBI  
RECEIVED

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LBN:JS

February 10, 1943

THE DIRECTOR

The Executive Conference has approved for the next Family Program of the Bureau, which will be held on Monday, February 15, 1943, the showing of the film "The Nazis Strike." This is a Frank Capra production of the Signal Corps and is a sequel to the picture "Prelude to War."

Those in the Bureau who have seen it say it is very good. In addition, we will have a showing of the March of Time release on Texas. This will account for about a seventy-five-minute program.

Mr. Engert has suggested that we have group singing at each program.

The first session will be at 1:15 in the afternoon; the second will be at 8:15 in the evening.

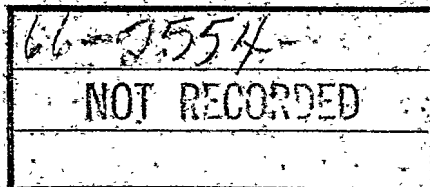
Respectfully,

L. B. Nichols.

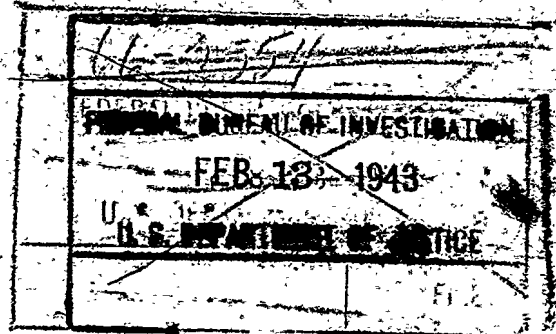
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DATE 9/22/90 BY JSC/bca

323013



r. Tolson \_\_\_\_\_  
r. E. A. Tamm \_\_\_\_\_  
r. Clegg \_\_\_\_\_  
r. Coffey \_\_\_\_\_  
r. Glavin \_\_\_\_\_  
r. Ladd \_\_\_\_\_  
r. Nichols \_\_\_\_\_  
r. Rosen \_\_\_\_\_  
r. Tracy \_\_\_\_\_  
r. Carson \_\_\_\_\_  
r. Hendon \_\_\_\_\_  
r. McGuire \_\_\_\_\_  
r. Mumford \_\_\_\_\_  
r. Harbo \_\_\_\_\_  
r. Quinn Tamm \_\_\_\_\_  
r. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 66-2554-101

RHC:BG

February 12, 1943

THE DIRECTOR

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DATE 9/22/90 BY 756/bca  
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The Executive Conference, those present being Messrs. Tolson, Glavin, Ladd, Nichols, Q. Tamm, Rosen, Tracy, Carson, Hince, Hendon, Mumford, Coffey, Piper and Clegg, considered the suggestions of Henry L. Sloan, Special Agent in Charge of Firearms Training at Quantico:

1. As a result of an experience occurring at Camp Ritchie several years ago, instructions were issued that each agent be issued 50 rounds of pistol ammunition immediately prior to firing the Practical Pistol Course for the record and that he be asked if he has any other ammunition of this type in his possession at the time. This would serve the purpose of making certain that the trainee had in his possession only the maximum number of rounds of ammunition that could be fired over the Practical Pistol Course. Mr. Sloan has pointed out that the reaction of some of the Special Agents is that they weren't being trusted, that it was not good for the morale of the men and, further, as each man has a personal coach, it would be impossible for him to fire more than the required number of shots without being caught in the net.

It was pointed out by those in favor of continuing this rule that it is a rule which is adopted in practically all match contests for pistol shooting and that it provides a close and accurate check on those who are shooting. Those favoring the continuation of the present rule were Messrs. Glavin, Tracy, Coffey and Hince.

Those opposed were Messrs. Q. Tamm, Piper, Nichols, Carson, Hendon, Ladd, Mumford, Rosen, Clegg and Tolson.

2. Mr. Sloan also suggested that the restrictions against dry firing except when in the presence of a qualified firearms instructor be removed.

In view of the large increase in the number of Special Agents and in view of the dangers involved in dry firing, it was felt that this is a good rule from the standpoint of safety and it was unanimously recommended that it be continued.

Mr. Sloan will be advised concerning the decisions in these matters after the suggestions have been considered by the Director.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

50 MAR 9 1943

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| H. R. Glavin |
| Secretary    |

Mr. Tolson.....  
Mr. E. A. Tamm.....  
Mr. Clegg.....  
Mr. Glavin.....  
Mr. Ladd.....  
Mr. Nichols.....  
Mr. Rosen.....  
Mr. Tracy.....  
Mr. Carson.....  
Mr. Coffey.....  
Mr. Hendon.....  
Mr. McGuire.....  
Mr. Mumford.....  
Mr. Q. Tamm.....  
Mr. Nease.....  
Miss Gandy.....

cc - Mr. Glavin

WRC

February 7, 1943

THE DIRECTOR

The following members of the Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Mumford, Rosen, Tracy, and Glavin, considered the following matter:

Mr. Clegg, in a memorandum, had suggested that the Bureau might want to consider permitting field clerks to have rest periods in the same way as rest periods are granted to the Files Section and the Identification Division at the Seat of Government.

For the information of the Director, the Files Section and the Identification Division at the Seat of Government at the present time have two rest periods each day for each shift of duty, five minutes in the morning and five minutes in the afternoon for the day force, and five minutes in the afternoon and five minutes in the evening for the night force. No other sections of the Bureau have such established rest periods.

The Conference unanimously is of the opinion that such scheduled rest periods are not needed in the field and recommends no further action be taken on this suggestion at the present time.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/23/90 BY sps/hse  
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59 FEB 19 1943

ORIGINAL FILED IN 66-2554-29

WRG:jh

February 1, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Clegg, Coffey, Quinn Tamm, Carson, Mumford, and Glavin, considered a suggestion made by Assistant SAC Donegan of the New York Office that the Agents' Insurance Fund payment be raised to \$10,000 from the present \$5,000 figure and that the original assessment for the fund be for \$10.00 rather than \$5.00.

The Conference, with the exception of Mr. Glavin, is of the opinion that no change should be made at the present time. Mr. Glavin felt that since this suggestion has been made on several occasions it might be well to permit the members of the fund to express their choice in this particular matter.

There is attached hereto a communication addressed to Mr. Donegan concerning this matter in the event the Director approves the majority Conference views.

Respectfully,  
FOR THE CONFERENCE

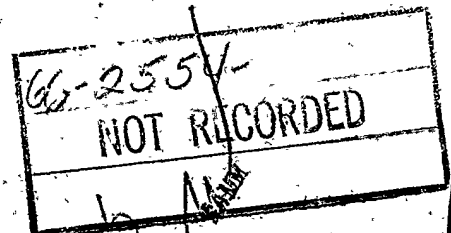
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5U/bce.  
# 323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment



INITIALS ON ORIGINAL - 3

6 FEB 17 1943

WRC:jh

February 1, 1943

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5ci/bca  
#323013

THE DIRECTOR

6  
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Mumford, Rosen, Carson, Quinn Tamm, Tracy, Hendon, Coffey, and Glavin, was advised concerning the United States Civil Service Commission Departmental Circular Number 404, dated January 20, 1943. The pertinent portions of this circular which deals with the manner of reporting separations "with prejudice" or "without prejudice" are as follows:

"Effective February 1, 1943, departments shall discontinue the practice of reporting separations "with prejudice" or "without prejudice". It will be necessary, however, to record briefly on the retirement account card, Form 2806, and on the report to the Commission of the personnel action, the reasons or circumstances surrounding the separation, in order to enable the Commission to determine rights to separation benefits under the Retirement Acts and eligibility for reemployment.

"Whenever the circumstances surrounding the separation of an employee are such as to warrant denial of annual leave or such as to reflect on his suitability for reemployment in the Federal service, the employee shall be notified in writing of these circumstances, preferably by a copy of the report to the Commission of the personnel action.

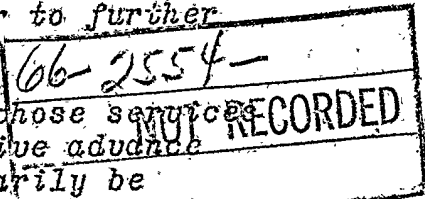
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

"An employee who receives a notification as provided for in 3 above has a right to file with the Civil Service Commission in writing a presentation of his side of the case. The Commission will determine whether or not the circumstances set forth by the Department are such as to justify a bar to further employment in the Federal service.

"Failure upon the part of an employee, whose services have otherwise been satisfactory, to give advance notice before resigning will not ordinarily be regarded by the Commission as a basis for a bar to the employee's further employment in the Federal service.

Employees seeking reinstatement, reemployment, or

60 FEB 13 1943



ORIGINAL FILED IN 66-9766-

CHC:LL

January 6, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5/BJ/bce

#323013

MEMORANDUM FOR THE DIRECTOR

Discussion was undertaken at the Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Tracy, Glavin, Coffey, Q. Tamm, Hendon, Mumford, and Carson being present, relative to two controversial items in the memorandum for Mr. Ladd, dated December 30, 1942, setting forth suggested procedure in connection with the plant survey program in Latin America, this memorandum and the recommendations with regard thereto having been submitted by Mr. Carson of the SIS Division. It will be recalled that there were only two controversial items with respect to the recommendations set forth in the above described memorandum.

With regard to the first controversial item, which reads as follows:

"It is also noted that the American Intelligence Command has included a number of ports in its list, most of them being in Brazil. A thorough analysis is being made of the report prepared by Inspector Gurnea on the Port of New York, and his methods of approach will be followed wherever practicable. It is recommended that the Navy be asked to furnish an attache to accompany our agents and collaborate with them throughout on all surveys of ports and docks which appear on the plant survey lists. If approved, a formal request in this connection will be furnished the Navy Department by letter and, in addition, the Legal Attaches in the countries involved will be instructed to formally invite the Naval Attaches to participate with our agents in surveying the ports and docks."

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

It will be recalled that Mr. E. A. Tamm disagreed with the above quoted recommendation.

It was pointed out to the Conference with regard to the above matter that the ports and port facilities in Latin America are of vital interest to the Navy during the war. American vessels and neutral vessels carrying cargoes of vital war materials, supplies, etc., are constantly utilizing these ports. Naval attaches throughout Latin America are more concerned with these ports and their facilities than anything else. American warships are sometimes required to put into these ports, and the Naval attaches and their staffs have to make the necessary arrangements, not only for entrance of the vessels but also for their protection, security, etc., while they are in port.

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reappointment within 90 days of separation from the service are judged by the same standards that apply to direct transfer. This involves inquiry by the Commission of the agency where the applicant last served to determine whether release of such employee would have been in the interest of the War Program.

This procedure insures that employees resigning to the detriment of the agency or the War Program, or in violation of agreements or understandings to serve longer periods or to give a reasonable amount of notice (a requirement of more than two weeks notice will, except in unusual circumstances, be regarded as unreasonable), will not be authorized for immediate reappointment without inquiry by the Commission. In such cases, even though the circumstances do not warrant an indefinite bar to further employment, the Commission will prevent reappointment for 30 days following the separation unless circumstances in the individual case justify the resignation."

It is noted that the comment is made that departments shall discontinue the practice of reporting separations "with prejudice" or "without prejudice". The Conference does not feel that this instruction of the Civil Service Commission would in any way apply to dismissals with or without prejudice, it being felt that the phraseology pertains to resignations with or without prejudice and the comments referred to deal primarily with individuals who leave the Government service without giving necessary notice before resignation. It is also pointed out that a requirement of more than two weeks notice will, except in unusual circumstances, be regarded as unreasonable. For the Director's information the Bureau has a thirty-days notice requirement and feels that the thirty-days requirement is not an unreasonable one due to the length of time it takes to train new employees. It is recommended that no change in our present policy with regard to the thirty-days notice be made.

There is attached hereto for the Director's approval a memorandum addressed to Mr. Rove of the Department concerning these matters, advising him of the Bureau's policy regarding dismissals, with or without prejudice, and the thirty-days notice requirement.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

Due to this vital and primary Naval interest, Naval attaches and their staffs maintain very close liaison with the various port captains and other officials of the local governments having jurisdiction with regard to the ports. Many of the so-called Naval observers attached to the Naval attaches' staffs do nothing else. While American Naval authorities, of course, have no actual authority with respect to these ports in foreign countries, they do, in many instances, through agreement and acquiescence on the part of the local government officials, exercise a considerable degree of control, particularly in connection with the safety and security of American warships. FBI legal attaches follow the practice (in accordance with Bureau instructions) of reporting directly to the Naval attaches information of primary or direct Naval interest, particularly that affecting in any way the security of the ports or of American shipping, and, in those instances where immediate action should be taken of a corrective nature with regard to the ports, American shipping, etc., the Naval attaches see that it is taken.

The ports which the American Intelligence Command has requested the Bureau to survey are as follows:

1. Port of Brazil, Rio de Janeiro, Brazil. This is a very important port, serving a city of about two million persons, which is itself the capital of Brazil and the principal supply point for southern Brazil's industrial and agricultural developments.
2. Port of Manaus, Brazil. Small port located approximately one thousand miles up the Amazon River from the coast. Of growing importance because of U.S.A. rubber program in Brazil and other jungle products.
3. Port of Belém, Brazil. Small port of increasing importance because it is located in the "bulge of Brazil," fronting toward west Africa.
4. Port of São Luís, Brazil. Small, not very important port.
5. Port of Fortaleza, Brazil. Another small port located in the "bulge of Brazil." Not much shipping at present.
6. Port of Natal, Brazil. Very small. However, very important at the present time because it serves nearby Army and Navy bases in connection with west Africa operations.
7. Port of Cabedello, Brazil. Small port of not much importance, located on the "bulge of Brazil."

8. Port of Recife, Brazil. Very important port from the standpoint of American shipping. Located in the "bulge of Brazil" south of Natal and known to be of vital interest to the Navy at the present time. Number of Naval observers stationed permanently at this port.
9. Port of Maceio, Brazil. Small port of not much importance.
10. Port of Bahia (Sao Salvador), Brazil. A fairly large port of increasing importance on the southern side of the "bulge of Brazil."
11. Port of Victoria, Brazil. A fairly large and important port located north of Rio de Janeiro, Brazil.
12. Port of Santos, Brazil. Second most important port in all of Brazil. Serves the very important and populous city of Sao Paulo, Brazil, of more than a million population, located in the populous, heavily industrialized State of Sao Paulo in southern Brazil.
13. Port of Rio Grande, Brazil. A very important port located in extreme southern Brazil.
14. Port of Pelotas, Brazil. Small, not very important port, also located in southern Brazil.
15. Port of Porto Alegre, Brazil. Fairly large port of growing importance, located in southern Brazil.
16. Port of Tampico, Mexico. Large and important port located on the Gulf of Mexico. Particularly important in connection with the exportation of Mexican oil and petroleum products.
17. Port of Antofagasta, Chile. Extremely important port at the present time, inasmuch as it is the principal outlet for exportation to the U.S.A. and Allied Nations of Bolivian tin ore.

The last named port of Antofagasta, Chile, is the only one given a high priority with regard to the surveys. In other words, the American Intelligence Command desires the port at Antofagasta, Chile, to be surveyed along with the other priority one industries, facilities, plants, etc., before beginning on the lower priority ports, plants, facilities, etc.

It was pointed out to the Conference that it will necessarily be quite difficult for any Bureau Agent to conduct a completely efficient survey of any port, without some type of collaboration by and consultation with Naval officers who are most familiar with the Navy's desires, plans and intentions concerning the particular port in question. It was also pointed out that it will be the Naval attaches and their staffs who will have to see that the recommendations that might be made in connection with the surveys are put into effect, which will result in negotiation with local governmental officials, port authorities, port captains, shipping companies, local Naval officials, etc. Proper recommendations might in some instances entail expense for the purchase of materials not readily available, the hiring of personnel, etc., funds for which, if approved by the Navy, will probably have to be, in the final analysis, furnished by the American Government. Mr. Carson expressed the view to the Conference that by inviting the interested U. S. Naval attaches, or properly designated members of their staffs, to collaborate with the survey Agents in connection with the surveys of these ports, it would serve to make the surveys much easier and probably much more efficient and practicable. Mr. Carson expressed the further view that failure to invite the Naval attaches, or proper members of their staffs, to collaborate in these surveys, might well serve to render the Bureau subject to severe future criticism to the effect that some recommendations were impracticable, unworkable, or conflict in some way with Naval plans or operations.

Messrs. Tolson and Coffey expressed the view that the Bureau should decline to survey the ports at all, inasmuch as no ports were mentioned at the time the plant survey program was being discussed by the Interdepartmental Intelligence Conference prior to the agreement that the FBI would handle the plant surveys and it was not therefore contemplated that the FBI would handle the survey of ports, which could be more properly handled by the Navy Department. It was pointed out that the new Delimitation Agreement relating to SIC provides, in so far as plant surveys and the responsibilities therefor are concerned, that the FBI will be responsible for conducting surveys with respect to plants "and other facilities vital to the production, manufacture, and transportation of strategic materials for use in behalf of the United Nations' war effort\*\*\*\*\*."

It was suggested that the term "and other facilities" would include the matter of ports.

In so far as the Navy's conducting these surveys on their own is concerned, it should be noted that the Navy is not conducting any surveys, and did not plan to conduct any surveys, in Latin America. It will be recalled that they are not conducting any surveys now in the United States, they having previously turned this entire program over to the Army, both

in the United States and elsewhere. It was pointed out that the American Intelligence Command would undoubtedly take the position that if they had been designated as the responsible agency for conducting the surveys, they would have surveyed all facilities, including ports, and that if the Bureau insisted that the Navy must survey these ports in Latin America, the Navy might take the position that they are not doing any surveying, have no survey program, trained personnel, etc., and turn around and ask the Army to survey these ports in Latin America, which, of course, would place the Bureau in an embarrassing position, inasmuch as the Bureau did agree to take over the Army's survey program in Latin America.

It is not believed that there would be any objection or refusal on the part of the Naval attaches to collaborate with the Bureau Agents in connection with the port surveys, and, even if there should be, the invitation would have been made and the Bureau would thus be in the position of pointing out that we invited their assistance, collaboration, and cooperation, by way of answer to any possible future criticisms. As stated, however, it is believed that the Naval attaches and their staffs would cooperate effectively in collaborating with the FBI Agents in these surveys, if properly invited and requested.

The Conference voted on this project as follows:

In favor of inviting the Naval attaches, or properly designated representatives of their staffs, to collaborate on the surveys:

Messrs. Ladd, Mumford, Hendon, and Carson

Opposed:

Messrs. E. A. Tamm, Rosen, Q. Tamm, Tracy, and Glavin

Messrs. Tolson and Coffey maintained the position that the Bureau should attempt to get out of making the port surveys at all and should, if possible to do so, decline to conduct the surveys of the ports and port facilities.

Mr. E. A. Tamm expressed the view that the Bureau should proceed with these surveys just like any other survey, but that we should utilize the services of the Bureau personnel who participated in the survey of the Port of New York in the United States and also in the survey of the Great Lakes Iron Ore Region. (The latter survey was concerned largely with the survey of docks and port facilities.)

In connection with Mr. Tamm's suggestion, it should be noted that the Great Lakes Iron Ore Region Survey was conducted in its entirety by former Special Agent John V. Anderson, who has since resigned from the Bureau's service.

The Port of New York Survey was conducted and supervised by the following, in so far as the Bureau's part of the survey was concerned. (It will, of course, be recalled that the Bureau collaborated jointly with ONI in conducting the survey of the Port of New York.)

Inspector Myron Gurnea - in charge

Agents engaged on survey:

S. L. Devine - presently assigned New York City.  
C. B. Knutson - presently assigned New York City.  
Gust A. Koski - presently assigned Newark.  
Albert Franz - presently assigned New York City.  
C. L. Rice - assigned New York City and presently being trained as one of the Agents to be used on Latin American plant surveys.

The following assisted in supervising the project:

R. H. Cunningham - presently Chief of the Selective Service - Liaison Section of Division Five.  
R. A. MacMillan - presently Supervisor in the Sabotage Section of Division Five.  
Harvey Foster - presently assigned New York City.

So far as is now known, any of the above named, with the exception of Inspector Gurnea and Mr. Cunningham, would probably be available at this time for assisting in the port surveys in Latin America.

With regard to the second controversial recommendation set forth in the memorandum in question, same being as follows:

"In connection with the plants and with other facilities which might be attacked from the sea or from the air, since we are not camouflage and cannon replacement experts and are not qualified to make any suggestions along these lines, it is suggested that in every instance where possible, arrangements should be made for Military

For Naval personnel to accompany the Agents on surveys where such recommendations are called for. It is recommended that the Bureau send a formal letter to the War Department requesting that this be done. If approved, we will forward a letter to this effect to G-2 at Washington, D. C., and will also instruct the Legal Attaches in the countries involved to invite the Military Attaches to have appropriate officials check those plants and facilities where such Military defense measures as camouflage against air attack, etc., might be applicable and appropriate."

It was pointed out to the Conference by Mr. Carson that this question has arisen in the past with respect to plant surveys in Bolivia, where the Bureau has three Agents assigned permanently as plant survey advisers to the Bolivian government. The officials of the Bolivian mines and other facilities being surveyed in connection with these mines were all very much interested in the matter of advice and assistance as to camouflage and other measures with regard to actual military or naval attack. All such inquiries have been referred to date to the Military Attache.

The above described recommendation was intended to forestall such inquiries of the Bureau Agents surveying the plants, by having the War Department and the Military attache put on notice that if they desired they could send Military personnel to the plant while the survey by the FBI is in progress or otherwise, in order to check any strictly Military defense features that might be deemed appropriate. The War Department and the Military Attache would, of course, not be interested in checking all of the plants, but might be interested in checking a number of the plants or facilities, especially those located near the coast in a particularly vulnerable position in so far as air attack might be concerned. We are informed that certain Military defense measures are presently in existence with regard to a number of the vital facilities, plants, etc., in Latin America. We have no exhaustive information as to how far this goes in any case. It will, of course, be recalled that a number of the plants and facilities are located in dangerous proximity to entire colonies of persons of German and Italian descent. In a few instances, some of the plants and facilities to be surveyed would be in fairly close proximity to large colonies of persons of Japanese descent and Japanese aliens.

It was contemplated in making the recommendation as set forth above that the FBI Agent making the survey would absolve all responsibility whatsoever in connection with any protective facilities, suggestions, etc., in so far as actual military or naval attack might be concerned, by having the Military attache, or some other properly designated Military



representative, handle anything that might be desired by the Army along this line. The surveying Agent could cover the entire question as to military vulnerability by one brief statement in the survey report to the effect that the survey was not in any way concerned with military defense of any kind and that the Military attache was invited to take any action desired and appropriate with regard to the question of actual military defense.

Mr. Carson conceded that with respect to the majority of the plants and facilities to be surveyed, this phase would not be important, but that there are undoubtedly some in which the question of actual military defense against an uprising within the country, or an attack from without by sea or air, would be so vitally important as to cause the plant officials, etc., to be greatly concerned, and that in such an instance the FBI Agent would probably be bombarded for advice and assistance which he definitely cannot furnish or attempt to furnish. He would, it is believed, in such instances have to refer these requests immediately to the Military attache in any event, for which reason it was felt that the Bureau should take the position of inviting the Military attaches, before the surveys are initiated, to handle the military defense features.

Mr. E. A. Tamm expressed the view that the Bureau did not undertake to survey with regard to protection against military attack or military danger of any kind; that no discussion has been undertaken with the Army or Navy in any way concerning this phase of the matter, nor has any agreement whatsoever been reached to the effect that the FBI would have anything whatsoever to do with or take any action in connection with the military defense of plants and other facilities. He stated that the Delimitation Agreement contemplates that the FBI will survey these plants and facilities only with regard to espionage, sabotage, carelessness, etc., and does not have anything to do with the question of military defense. Mr. Tamm was of the opinion that the Bureau should proceed to make our surveys, similar to surveys formerly conducted by us in the United States, without any regard whatsoever to the matters of military defense, and did not think that we should invite the Military attaches or anyone else to collaborate on the surveys in order to handle any possible military defense angles that might be of interest to the Army.

Mr. Tamm's views were concurred in, without reservation, by the entire conference, with the exception of Mr. Carson.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

New Haven, Connecticut  
December 18, 1942

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Director  
Federal Bureau of Investigation  
Washington, D. C.

Re: ASSIGNMENT OF TWO AGENTS TO HANDLE  
REVIEW MATERIAL IN THE NEW HAVEN FIELD OFFICE

Dear Sir:

I wish to obtain authority for the assignment of Special Agents Linscott Tyler and Royce B. Thompson to perform file reviews and prepare reference material in the office. Please make reference to my letter to the Bureau dated May 11, 1942 entitled "Request for Additional Agent Personnel, New Haven Field Division". In this letter I set out the assignments of each Agent in the office and requested additional personnel to handle specific assignments. I also discussed these assignments with Mr. Glaving and Mr. Ladd in May, 1942 regarding the necessity for having Agents review cases for the submission of summaries to MID, ONI and Immigration and Naturalization Service. These assignments are set out on Page 6 of the reference letter entitled "Additional Projects".

This work mainly pertains to the summaries requested by the Intelligence Offices of the Eastern Defense Command and are broken up mainly into two categories. One is the information for the Exclusion of "dangerous persons" including aliens and citizens from the Eastern Defense Command. The second are summaries prepared for the Army on requests received by this office on matters having a military interest. Similar inquiries are received from the Office of Naval Intelligence on matters having a Naval interest.

As I have pointed out in other correspondence to the Bureau and in discussions at the Bureau, this type of work is increasing. In my conversation with Mr. Ladd it was agreed it would be necessary to furnish this information to these agencies. Also in my discussion with the Director in November 1942, while I was attending In-Service Training, I was advised embarrassment can be caused the Bureau if these agencies were ever able to state information was requested from one of the Bureau offices and had not been furnished. Accordingly, the policy has been followed of immediately furnishing these agencies with appropriate information from our files where interest to these agencies is indicated.

It is possible for this office to maintain leadership in the National Defense field for the Bureau by being the reservoir for such information

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Letter to Director:

in accordance with the Delimitation Agreement. This office has been very successful in this regard and has been maintaining undisputed leadership.

Besides the inquiries from the above agencies this office has received as many as 140 inquiries from Immigration and Naturalization Service in one day which require answers in accordance with the Immigration regulations that provide that persons seeking naturalization must be checked through the FBI files. Of course, this volume is not as great every day on inquiries from the Immigration Service but they are of sufficient volume to make it necessary to have an Agent review this material and furnish pertinent portions to that Service.

I have made a serious examination of the volume of the work on the desks in this office and have found it would not be possible to give efficient attention to these inquiries. The work assigned to Agent Tyler and Agent Thompson will also include the replies to the United States Attorney on travel requests for alien enemies, the reviews of cases for denaturalization proceedings and the overflow of police cases. In all of these categories I have observed it is necessary to make immediate replies and reports in order that no embarrassment may be caused to the Bureau.

Special Agent Tyler, also handles the follow-up on the Selective Service deferment requests for Bureau personnel to local draft boards in this area of which there has been quite a few of late. These Agents will also handle the review and preparation of information for the Bureau in connection with the Internal Security - Sabotage project on persons who have returned from Germany within the past five years, which is a continuing project.

In regard to the police cases I have noted it is necessary to assign these Agents twenty to thirty police cases a week for review and preparation of reports to keep this work current.

I have experimented with the possibility of assigning this review material to numerous Agents in the office to be performed on overtime work. My observations in this regard, however, are that as the Agents put in their overtime anyway on regular investigative matters assigned to them and the Agent case load in this office is very heavy due to the limited number of Agents at the present time it is not possible to assign this review work to them. Furthermore, I have noted that due to the transfers, special assignments, surveillances and other duties of Agents which make it impossible for them to handle such matters assigned to them, at night, there is a constant assigning, unassigning and reassigning of such matters for review and dictation. It is almost impossible administratively to keep track of such cases when assigned to all of the Agents in the office. My observation also is that this would merely be handling so-called desk work in

Letter to Director:

another manner although the type of work would still exist.

Therefore, for the purpose of efficiency and the rapid handling of work in this office on the matters cited above, I wish to request authority to utilize Special Agents Tyler and Thompson in the manner described above until such time as I observe that such work assigned to them does not require their full attention.

Very truly yours,

R. H. Simons  
Special Agent in Charge

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FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

January 8, 1943

WRG:jh

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Carson, Tracy, Quinn Tamm, Goffey, Nichols, Hendon, Mumford, Ladd, Rosen and Glavin, considered certain recommendations for the curtailment of paper work in the Files Section.

- 1) Special Agent Gunsser of the Administrative Division recommended that carbon copies of mimeographed form letters utilized for the purpose of returning 1034 and 1012 vouchers to the Field for correction be no longer forwarded to the Files Section for inclusion in the administrative files of the respective Field Offices involved.
- 2) He also recommended that carbon copies of mimeographed travel authority letters be no longer maintained in the Agents' administrative files here at the Bureau, provided, however, that the foregoing rule will not apply to the initial letter forwarded to an Agent or other employee advising him of his travel authority number for the first time.
- 3) He also recommended that copies of routine letters forwarded to Special Agents informing them that permission has been granted to transfer certain of their personal effects by express be no longer forwarded to the Files Section for inclusion in the respective Agents' administrative files.

The Conference was advised by Mr. Glavin that in each instance the appropriate record is maintained in the Chief Clerk's Office, it being necessary to maintain such records there and that it is merely a duplication having such copies filed in the Files Section; that if these copies are not filed in the Files of the Agents, approximately 8,900 pieces of mail annually will not have to be filed.

The Conference unanimously recommends approval of the suggestions made and should the Director approve, these suggestions will be put into force immediately.

Respectfully,  
FOR THE CONFERENCE

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Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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January 23, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Carson, -Q. Tamm, Clegg, Mumford, Rosen, Coffey and Hinco, approved the insertion in the Manual of Rules and Regulations and in the Chief Clerk's Manual of a provision that the 3 x 5 cards which are prepared on missing person notices in Field Offices should be filed in the wanted notice file in accordance with existing procedures for the filing of wanted notice cards.

The practice is in vogue in the Field and as a practical matter it is a desirable procedure. The Manual provision is suggested to provide uniformity in the handling of these cards throughout the Field. A suggested insertion for the Manual is as follows:

"Whenever a Field Office requests the Bureau to place the name of a missing person in the Identification Division files a 3 x 5 card shall be prepared listing the name of the missing person, the last known address, the date that the missing person notice was placed with the Bureau, the file number of the case, if a file exists, and the name and address of the person or agency requesting that the notice be placed. These cards shall be filed in accordance with existing regulations governing the maintenance of the wanted notice file and shall be filed in the wanted notice file."

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson - Mr. Glavin \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

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January 11, 1943

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MR. TOLSON

The attached memorandum from Mr. Quinn with which were enclosed several copies of Form PCU H-2, Protective Construction Unit of the Public Buildings Administration, Washington, D.C., has been informally discussed with Mr. Edward Ford, Assistant Chief Clerk of the Department of Justice, who was in agreement with me that inasmuch as the various offices of the FBI had taken appropriate steps to provide for the protection of its facilities, that these questionnaires need not be filled out. Accordingly, they are being sent back to the Department with the attached memorandum for Mr. Quinn.

Respectfully,

E. H. Laughlin

Attachment

Addendum

January 22, 1943

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The Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Carson, Coffey, Hendon, Ladd, Mumford, Rosen, Quinn Tamm and Glavin approved the submission of the attached memo to Mr. Quinn.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,

E. E. Glavin

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January 22, 1943

THE DIRECTOR

The Executive Conference attended by Messrs. Tolson, Glavin, Nichols, Quinn Tamm, Carson, Hince, Clegg, Mumford, and Rosen, considered the medical questionnaire presently utilized in War Risk Insurance cases. After consulting representatives of the Veterans Administration, the U. S. Public Health Service, and attorneys of the Bureau of War Risk Litigation in the Department, the attached medical questionnaire was approved.

The changes effected:

1. The questionnaire has been reduced in size from three sheets to two sheets.
2. Question #8 has been clarified to include the period of time treatment was administered by the examining physician.
3. Question #10 has been changed to include the type of examination or treatment given the veteran enumerating such tests as blood, sputum, urine, x-ray, etc., and whether the tests were made by the examining physician or by another physician or laboratory.

There were no other changes made.

If approved the medical questionnaire will be re-vised immediately.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Glyde Tolson  
Chairman

W. E. Glavin  
Secretary

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January 11, 1943

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THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Ladd, Nichols, Carson, Glavin, Mumford, Tracy, Hendon, Quinn Tamm and Clegg being present, considered a suggestion of Special Agent in Charge Moss that the administrative file which contains copies of mailing lists, lists of Number 1 men, changes of telephone numbers in the various field divisions, and which already was consuming four volumes of files in the Louisville Office, be destroyed when any one complete section was six months old.

The Conference unanimously favored this suggestion, feeling that it would save space and the necessity for maintaining old mailing lists did not exist.

If this is approved, there is attached hereto a letter to Mr. Moss and a manual change accordingly.

Respectfully,  
For the Conference,

Glyde Tolson, Chairman

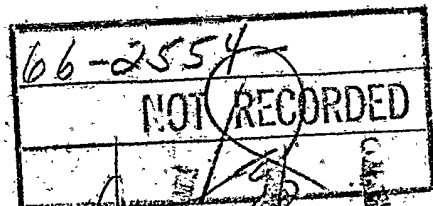
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| Mr. Tolson     | ..... |
| Mr. E. A. Tamm | ..... |
| Mr. Clegg      | ..... |
| Mr. Glavin     | ..... |
| Mr. Ladd       | ..... |
| Mr. Nichols    | ..... |
| Mr. Rosen      | ..... |
| Mr. Tracy      | ..... |
| Mr. Carson     | ..... |
| Mr. Coffey     | ..... |
| Mr. Hendon     | ..... |
| Mr. Kramer     | ..... |
| Mr. McGuire    | ..... |
| Mr. Quinn Tamm | ..... |
| Mr. Nease      | ..... |
| Miss Gandy     | ..... |

CC: Mr. Glavin



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FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

EPC:EGK

January 28, 1943

MEMORANDUM FOR THE DIRECTOR

On January 20, 1943, the Executive Conference, consisting of Messrs. Tolson, Glavin, Tamm, Carson, Coffey, Nichols, Hince, Clegg, Mumford, and Rosen, considered Mr. Coffey's recommendation that ten additional FM combination transmitting and receiving units be purchased for use in the field and certain of the Bureau's radio stations. Coffey explained that these are a portable unit which can be set up anywhere and operated on house current. The units weigh about one hundred twenty pounds and are compactly built as one unit into a metal carrying case. They are manufactured by General Electric. The Bureau has several of these radios in an older model and they have proved useful and very much in demand. Further, the Bureau has presently outstanding an order for ten of these units with the General Electric Company, and Mr. Coffey's recommendation is for ten more. The cost is approximately \$650.00 each, or a total of \$6,500.00.

Mr. Connelley, in a recent letter on technical equipment, recommended that two each of this type unit be maintained in New York and some of the other larger field offices. A sample of this newest model was shown to SAC's Moss and Nicholson while they were in Washington and both commented favorably on it. The suggested distribution for the twenty units is as follows: 2--New York, 2--Chicago, 2--San Francisco, 2--San Diego (between radio stations), 2--Miami (between radio stations), 2--Portland (between radio stations), 2--Boston (between radio station and Boston office), 6--in reserve for movement to points where needed.

Where it is indicated that the transmitters assigned will be used between radio stations or between the radio station and the Boston office, it is intended that, rather than keep them in storage when assigned to those offices, they will be set up between those stations where we have dual operation or, in the case of Boston, between the radio station and the Boston office because of the fifteen-mile distance from the office to the station. Thus, they will serve when not in use in actual investigations as a reserve emergency circuit in the event of failure of telephone lines connecting these points.

If approved, the Chief Clerk should place and order to purchase the additional ten on the specifications of the original order.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. A. Glavin, Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/92 BY SP2/bue

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INITIALS ON ORIGINAL

22  
33 APR 20 1943  
W. A. Glavin

ORIGINAL FILED IN 66-2554

WRG:jh

January 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Ladd, Hendon, Nichols, Tracy, Mumford, Carson, Clegg, and Glavin, considered a suggestion submitted by Robert Milne of the Administrative Division concerning the continued maintenance of the numerical control file on the Bausch and Lomb fingerprint magnifiers which are used by the Technical Section of Identification Division.

It was pointed out to the Conference that at the present time we maintain on the personal inventory of each fingerprint man the number of Bausch and Lomb magnifiers assigned to him and in addition to these records we maintain a numerical record of these magnifiers which have been issued. The only benefit the cross index of numerical record is that if we are endeavoring to locate a particular Bausch and Lomb magnifier by number we can go right to this numerical index file and locate it promptly. If this file were not in existence, to check for a particular magnifier it would be necessary to check the personal inventory record card of each fingerprint classifier.

It was further pointed out to the Conference that there has been no request for information concerning any particular fingerprint magnifier made of the Chief Clerk's Office in the past 3-1/2 years.

Mr. Tolson \_\_\_\_\_ The Conference recommends, therefore, the discontinuance  
Mr. E. A. Tamm \_\_\_\_\_ of this particular file.  
Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-1621-7745

1 JAN 28 1943

January 11, 1943

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IMC:PH

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Rosen, Ladd, Nichols, Carson, Glavin, Mumford, Tracy, Hendon, Quinn Tamm and Clegg, considered a suggestion of Mr. Hines that gun vault charge-out records be destroyed when they are one year old. At present it is required that these records be maintained.

Mr. Nichols felt that there might arise some question as to which weapon was in the possession of a Special Agent over a year ago at some future time, and he opposed the suggestion. All others felt that one year would be an adequate length of time for keeping such records. In the event the majority view is approved, there is attached hereto a memorandum for Mr. Clegg, instructing that a manual change be made.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/22/92 BY SP5/16C

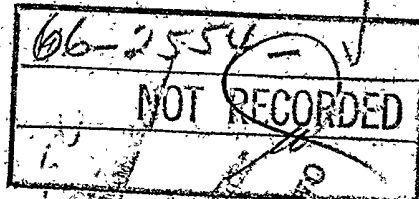
Clyde Tolson, Chairman

W. R. Glavin, Secretary

|                |       |
|----------------|-------|
| Mr. Tolson     | _____ |
| Mr. E. A. Tamm | _____ |
| Mr. Clegg      | _____ |
| Mr. Glavin     | _____ |
| Mr. Ladd       | _____ |
| Mr. Nichols    | _____ |
| Mr. Rosen      | _____ |
| Mr. Tracy      | _____ |
| Mr. Carson     | _____ |
| Mr. Coffey     | _____ |
| Mr. Hendon     | _____ |
| Mr. McGuire    | _____ |
| Mr. Mumford    | _____ |
| Mr. Quinn Tamm | _____ |
| Mr. Nease      | _____ |
| Miss Gandy     | _____ |

Attachment

CC: Mr. Glavin



INITIALS ON ORIGINAL

58 JAN 30 1943

ORIGINAL FILED

LDN:WLS:WGR

January 19, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Mumford, Tracy and Nichols, considered the request of Lieutenant James F. Clanoy, Intelligence Officer, Pennsylvania Ordnance Works, Williamsport, Pennsylvania, for copies of the Bureau's booklets, "Bombs and Explosives," "Some Technical Observations in the Detection of Sabotage," and "Suggestions for Protection of Industrial Facilities," which has been discontinued.

The Conference was of the opinion that since we were furnishing copies of the first two mentioned booklets only to law enforcement officers and to G-2 and ONI in Washington, we should decline this request and refer Lieutenant Clanoy to the Washington headquarters of Military Intelligence.

If the view of the Conference is approved, hereafter all requests for copies of the booklets, "Bombs and Explosives," and "Some Technical Observations in the Detection of Sabotage," will be furnished only to law enforcement officers and the heads of ONI and G-2 in Washington. When other requests by military and naval personnel are made, their requests will be referred to ONI or G-2 unless the inquiry comes from a friend or contact of the Bureau.

Respectfully,  
For the Conference

Glyde Tolson, Chairman

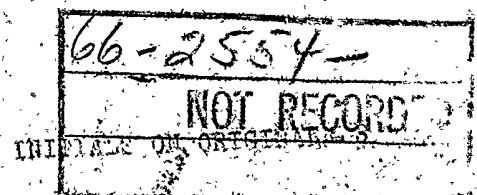
W. H. Glavin, Secretary

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DATE 9/22/90 BY SP5C/bee  
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Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

JAN 30 1943



ORIGINAL FILED IN 66-2554-1172



JKM:EK

January 27, 1943

THE DIRECTOR

The Executive Conference on January 27, 1943, attended by Messrs. E. A. Tamm, Clegg, Nichols, Glavin, Rosen, Carson, Q. Tamm, Hince and Mumford, considered a suggestion submitted by Special Agent W. H. Caver that the contents of the lecture now being given before In-Service Classes on National Socialism by Special Agent D. A. Flinn be furnished the field in bulletin form. Mr. Caver pointed out that this lecture is so concise, clear-cut and clarifying as to National Socialism, he believes it would be of value for study by each Agent in the field and would obviate the necessity for research for the facts on the part of the individual Agents.

The Conference was unanimously opposed to this suggestion principally for the reason that the lecture with only minor changes has been given to each In-Service Class for at least the past year, and therefore almost every Agent in the Service has had an opportunity to hear it and take detailed notes for his reference and study. Furthermore, each office has available copies of the "Organization Book of the NEGVP," and a monograph on Nazism is in the course of preparation and will be sent to the field for reference purposes.

In the event you approve the action of the Conference, there is attached hereto a letter to Special Agent W. H. Caver so advising him.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Attachment

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January 22, 1943.

HHC:JBW

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Quinn Tamm, Mumford, Rosen, Carson and Clegg being present, considered the suggestions made by SAC D. K. Brown.

Suggestions 1 and 2 are handled in the attached communication addressed to Agent in Charge Brown, with the unanimous recommendation of the Executive Conference that the suggested action be taken.

On suggestion 3, there was a division of opinion. There is a present rule that a report must be submitted each fifteen days in sabotage cases. This is for the purpose of reducing correspondence from the Bureau to the field offices asking for the status, to keep the case constantly before the attention of the field office, to aid in insuring that it will be given the prompt attention which it deserves as a prospective sabotage case, and to enable the Bureau files to be up to date so that inquiries from the War, Navy and Justice Department officials can be promptly answered.

Mr. Brown is being informed that he need not apply the rule of course, in the event a case is inactive and awaiting prosecution. All the members of the Conference favored the continuation of this rule except Mr. Glavin who expressed his opposition to the rule feeling that it required unnecessary status reports and that specific action should be taken by the Bureau to obtain status information when and if such information became necessary for any reason.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The attached reply has been prepared, incorporating the majority view, if the Director approves.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

E. R. Glavin  
Secretary

NOT RECORDED

INITIALS ON ORIGINAL - 8

61 FEB 22 1943  
Mr. Glavin

WRG:MTS

January 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Nichols, Carson, Kramer, Tracy, Quinn Tamm, and Glavin, considered the desirability of opening an office to cover the middle district of Pennsylvania, the office to be located in Scranton, Pennsylvania. For the information of the Director, the middle district of Pennsylvania at the present time is under the jurisdiction of the Philadelphia Office.

PENDING WORK

At the present time, there are 1,299 pending cases in the middle judicial district of the State of Pennsylvania, subdivided as follows:

682 National Defense Cases  
431 Selective Service Cases  
186 Regular Cases  
1,299 Total Cases

Of the 1,299 cases above tabulated, 1,068 are Agents' cases and 231 are police cases.

In addition thereto, if an office is opened at Scranton in the middle district of Pennsylvania, there will be 200 additional cases opened from leads pending in that district at the present time, making a total of 1,499 cases which will be pending in the middle district of Pennsylvania.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Should the middle judicial district of Pennsylvania be taken from the jurisdiction of the Philadelphia Office, there would be remaining under the jurisdiction of that office approximately 7,000 cases pending.

TRANSPORTATION

The Conference has been advised that the railroad transportation into the middle district of Pennsylvania is most unsatisfactory. This is true. The railroads serving this particular district when you get off the main line of Harrisburg are most

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unsatisfactory. However, transportation in the middle district would be made primarily by automobile. Messrs. E. A. Tamm and Glavin of the Conference are thoroughly acquainted with the middle judicial district of Pennsylvania and have advised the Conference that the highway system covering that territory is excellent and there would be absolutely no difficulty in covering any of the territory out of Scranton by the use of Bureau-owned automobiles.

Distribution of Resident Agencies in the Middle District of Pennsylvania and Large Cities in the Middle District

For the information of the Director, at the present time the following Resident Agencies, reflecting the number of Resident Agents assigned, have been set up in the middle district of Pennsylvania:

| <u>City</u>  | <u>Population</u> | <u>Number of<br/>Resident Agents<br/>Presently Assigned</u> |
|--------------|-------------------|---|
| York         | 55,712            | 1   |
| Harrisburg   | 83,893            | 3   |
| Altoona      | 80,214            | 1   |
| Williamsport | 44,355            | 2   |
| Wilkes-Barre | 86,236            | 3   |
| Scranton     | 140,404           | 4   |

The Conference was advised that SAC Sears stated that even though an office were to be opened at Scranton, it would still be necessary to have Resident Agencies in these cities, other than Scranton, including Wilkes-Barre, which is only 25 miles from Scranton. The Conference feels that the Resident Agency at Wilkes-Barre could undoubtedly be dispensed with, that there would be 7 Agents working in and about Scranton at all times, and other Agents would continue in the various Resident Agencies above tabulated. For the information of the Director, the Delaware and Lackawanna Railroad running from Scranton to Wilkes-Barre gives very good service, and further the highway transportation between these two cities is very good.

SAC Sears of the Philadelphia Office further pointed out that much of the territory in the middle district of Pennsylvania is north of Williamsport and there is very little activity as far as the Bureau is concerned north of Williamsport. The Conference does not feel that the lack of work north of Williamsport, which is almost to the border of the State of Pennsylvania, should be taken into consideration in the designating of a new field division in the middle district covering the State of Pennsylvania.

SPACE

The Conference was advised that SAC Sears stated space could be secured in Scranton; fairly good space, amounting to 2,500 to 3,000

square feet could be secured at a rental of \$1.25 per square foot. He described the space as fair. He further pointed out that the City of Scranton is on the down-grade, rather than an up and coming city; that since the last census was taken approximately 15,000 people have moved out of Scranton; that there is nothing in Scranton other than the Lackawanna Railroad and the Glenn Alden Coal Company at this time and many of the mines have been worked out. He recommended that if an office must be opened in the middle district of Pennsylvania, he would suggest Harrisburg rather than Scranton, because Harrisburg is more or less strategically located with regard to transportation to other areas in the district.

The Conference feels that Scranton should be designated as the headquarters city, inasmuch as a great number of our Agents must be assigned there, and it is known that good highway transportation is available throughout the territory from Scranton.

#### COURT

With reference to sessions of court, court is held in Harrisburg, Scranton, Williamsport and Wilkes-Barre. The Office of the U. S. Attorney is located at Scranton, and one Assistant U. S. Attorney has an office in Wilkes-Barre. The other court officials for the middle district of Pennsylvania are also located in Scranton.

#### SAC SEARS' RECOMMENDATION

SAC Sears is strongly opposed to the Bureau opening an office at Scranton. He feels that the work in the middle district of Pennsylvania can best be handled from Philadelphia, from an economical and every other standpoint. SAC Sears has further advised that the opening of an office at Scranton would not in any way reduce the space needed by the Philadelphia Office, since the personnel which would be assigned to the Scranton Division consists entirely of Resident Agents at this time, which does not in any way make less space necessary in the Philadelphia headquarters.

For the Director's information, there is attached hereto a map reflecting the territories, first as they are at this time, and second as they would be if a field division were opened at Scranton.

The Conference unanimously recommends that steps be taken to open an office at Scranton, Pennsylvania. It is felt that with the number of Agents presently working in the middle district of Pennsylvania at this time, and with approximately 1,500 cases pending, full justification is present for opening an office there. Should the Director approve, the Conference recommends that immediate steps be taken to have the necessary space survey made to secure space in that city.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

SJT:jm

January 16, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Nichols, Quinn Tamm, Hendon, Carson and Tracy, considered a suggestion of Mr. Nichols that we discontinue using the blue and pink memo forms and instead all memoranda be prepared on white paper and that a line be drawn through them in the event it is not deemed necessary by the writer of the memorandum or an Assistant Director that the memorandum go to file.

The Conference was of the opinion that it was advisable that either the blue or pink memorandum form continue to be used in order that there might be no error as to what should and what should not go to file.

The Conference unanimously recommends that the pink form be discontinued and that all memoranda prepared in every section which need not go to file be prepared on blue memorandum forms. If approved by the Director, the necessary instructions will be issued.

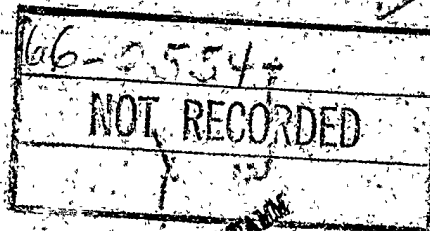
Respectfully,  
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/96 BY SP5CJ/bc  
#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



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HHC:W

January 26, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Coffey, Rosen, Mumford, Harbo, and Clegg being present, recommended favorably and unanimously the adoption of a sixteen-weeks course of training for New Agents, from 9:00 A.M. to 2:00 P.M., in keeping with the attached list of subjects and the amount of time allocated to each subject.

This change will give additional instruction in fingerprint work, additional training in the use of technical equipment in field offices, and will increase the number of subjects and the amount of time devoted to practical training. It will provide the classes one hour of gymnasium work per day while stationed at Quantico and the Armory Building. It will allocate additional training on the various investigative subjects and practical work, such as searches, raids, surveillances, testifying, interviewing, and report writing. It was recommended that this sixteen-weeks course of training be utilized in future classes entering on duty in the Bureau and that for the remaining time the present New Agents' Classes will be in training that the new allotment of time in the sixteen-weeks program be allotted for these subjects which they have not yet had in the training course. This will mean that some of the classes presently in Washington for twelve weeks, in accordance with original plans, will take a fifteen-weeks course of training and others less, depending upon the length of time they have been here and the number of subjects which they have already completed.

The program as attached was unanimously approved.

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Rosen \_\_\_\_\_  
Gandy \_\_\_\_\_

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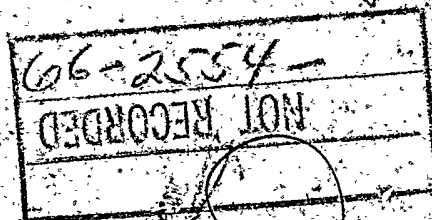
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Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary



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January 31, 1943

URGENT

THE DIRECTOR

The following members of the Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Mumford, Rosen, Tracy, and Glavin, considered the following matter. The Conference was advised that William Blanchet, Government Division, War Production Board, had advised Mr. Halter of the Chief Clerk's Office that he, Blanchet, had determined that the Bureau could purchase 1500 or 2000 .38 caliber Colt Commando revolvers if we wished to purchase them.

The Conference was further advised that this matter was taken up with Mr. Baughman who stated he was thoroughly familiar with the Commando revolvers and it was his, Baughman's, opinion that inasmuch as the Bureau was presently receiving delivery on an order of 1450 .38 caliber Official Police revolvers the Bureau should not purchase any of the Commando revolvers. Baughman further pointed out that Blanchet knows about the 1450 revolvers the Bureau is receiving inasmuch as it was necessary to clear the order through the War Production Board. He feels that should it ever be necessary for the Bureau to obtain additional guns Blanchet possibly might say that the Bureau has no need for these guns inasmuch as we had obtained the Commando model.

For the information of the Director, upon complete delivery of our present order for the Official Police revolver we will have about 1500 on hand which will be more than sufficient to take care of our immediate needs and will take care of our needs during the present fiscal year without difficulty.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

INITIALS ON ORIGINAL

W. R. Glavin  
Secretary

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NOT RECORDED

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ERG:1rd

January 22, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Quinn Tamm, Coffey, Hince, Mumford, Nichols, Carson, Olegg, Rosen and Glavin was advised concerning the Department of Justice Circular Number 3770 dated January 13, 1943, concerning payment for overtime service, particular attention of the Conference being invited to the third paragraph of the circular in question, a copy of which is attached hereto, and which paragraph reads as follows:

"For the sake of uniformity and administrative simplicity, overtime will be paid only on a forty-eight hour week basis as a maximum and any overtime in excess, unless specifically established on order by the Attorney General, will be regarded as voluntary and not subject to additional compensation."

The Conference is of the very definite opinion that this information should be disseminated to all employees in the Bureau, both at the Seat of Government and in the field.

Should the Director approve the recommendation of the Conference, there is attached hereto a suggested letter to all employees of the Bureau concerning this matter.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Olegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully submitted,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

R. R. Glavin  
Secretary

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January 8, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Hendon, Quinn Tamm, Tracy, Carson, Rosen, Mumford, Clegg and Glavin considered the problem of cashing Government checks for our employees at the Armory.

It was pointed out to the Conference that at the present time the employees at the Armory work from 9:00 A.M. to 5:30 P.M., that at the time they leave there is no place open where they can cash their checks and that they cannot cash their checks in the morning before they report for duty.

The Conference recommends that the Payroll Office of the Chief Clerk's Office cash checks for these employees, that notice be given to these employees that our Payroll Office here will be open certain hours for the cashing of such checks. The Conference feels that certain of the funds on hand in the Chief Clerk's Office could be utilized to cash these checks, the checks immediately being deposited to our account in the City Bank.

Should the Director approve this suggestion, immediate steps will be taken to handle this matter in this way.

Respectfully,  
FOR THE CONFERENCE

CLYDE TOLSON  
CHAIRMAN NOT RECORDED

W. R. GLAVIN  
SECRETARY

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/27/90 BY SP5C/16w  
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1943

66-1631-7151

January 11, 1943

(1)

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Coffey, Quinn Tamm, Carson, Tracy, Mumford, Rosen, Hendon, and Glavin, considered an automobile accident involving Special Agent Eugene W. Walsh, of the Indianapolis Field Division.

For the Director's information, on September 25, 1942, Special Agent Walsh, at approximately 6:00 P.M., while operating a Bureau car on official business, approached a curve at a speed of about 30 miles per hour. The condition of the road was very slippery, since it had been raining and snowing intermittently for several hours. Visibility was poor, and as the car entered the curve, it skidded off the road to the right, sliding and striking a three-foot concrete post, crushing the right rear fender, and denting the right rear body panel and right rear section of the trunk. Agent Walsh advised that he made every effort to avoid the post, applying the brakes and endeavoring to steer the car away from the direction of the slide. The damage to the car totaled \$70.85. Agent Walsh is of the opinion that the condition of the road and poor visibility were mainly responsible for the accident. SAC Lopez does not feel that the Agent should be held responsible for this accident.

The Conference, with the exception of Mr. Hendon, is of the definite opinion that Special Agent Walsh was negligent in this particular matter because of the following facts:

- Mr. Tolson \_\_\_\_\_
- Mr. E. A. Tamm \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Coffey \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Carson \_\_\_\_\_
- Mr. Hendon \_\_\_\_\_
- Mr. McGuire \_\_\_\_\_
- Mr. Mumford \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Quinn Tamm \_\_\_\_\_
- Mr. Nease \_\_\_\_\_
- Miss Gandy \_\_\_\_\_
- (1) Visibility was poor and it had been raining and snowing intermittently, yet this Agent drove into a curve at the rate of 30 miles an hour over a very slippery road.
- (2) When the skid began, this Agent stated that he endeavored to steer the car away from the direction of the slide, which in itself is contrary to primary driving regulations. When skidding on a slippery road, in order to come out of the skid, the front wheels should be turned in the direction of the skid to reduce the skid to a minimum.
- (3) Agent Walsh claimed at the time he started the skid he put on the brakes. Here again Agent Walsh violated one of the primary principles of safe driving. When skidding, automobile experts unanimously advise against putting on the brakes, since

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DATE 9/22/99 BY SP5CJ/bce  
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ORIGINAL FILED IN 66-197-9-916-1

Memorandum for the Director

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this will encourage the skid of the car rather than diminish it. What should be done in cases of this kind is to let up on the accelerator, turning into the skid with the front wheels, and gradually pulling out of it.

Should the Director approve the majority recommendation of the Conference, there is attached hereto a communication to the SAC of this Agent, advising him that he is being held responsible for the accident in question.

Regarding the period of time which has passed since this accident occurred, this is to advise that it was necessary for the Chief Clerk's Office to go back to the Agent to secure full details of the accident after it had first been reported to us.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

WFO:GWH

January 8, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Q. Tamm, Carson, Hendon, Mumford, Nichols, and Rosen, considered the problem presented by Mr. Coffey concerning one-man operator radio stations. Where the radio stations can be installed in the field office within the continental United States, only one radio operator is assigned to the office to take care of the station. Only a small amount of traffic is routed over these continental stations, their primary purpose being to serve as a reserve communications system in the event of an emergency. Where the radio station can not be placed in the field office because of technical conditions and is placed outside the city limits, a full crew of three operators is usually assigned in order to afford the necessary security, as well as full-time coverage. Mr. Coffey estimated that under the present Bureau installation plans, there will be a total of 8 or 9 of these one-man stations.

The question is whether one radio operator assigned to these field offices is sufficient when it is considered that, if the operator is on unexpected sick leave, the desired emergency coverage will not be effective.

The Conference was of the unanimous opinion that one-man coverage was not sufficient to meet the Bureau's emergency needs. The Conference recommended that two radio trained operators be assigned to each of these particular stations now existing or as they are installed. These men are

Mr. Tolson, to be fully competent operators and graded and paid as radio operators; Mr. E. A. Tamm, they are to be assigned regular and nearly full-time duties in Mr. Glavin's Chief Clerk and Files Sections of the field offices, except when their Mr. Glavin's duties require them at the transmitter. A program is to be worked Mr. Ladd, and the Special Agent in Charge so instructed, that the services of Mr. Nichols be on the radio transmitter be sufficiently rotated so that both of Mr. Rosen are able to maintain, by actually handling the transmitter and by such Mr. Tracy additional practice as is necessary, adequate speed and proficiency in Mr. Carson radio communications.

Mr. Coffey  
Mr. Hendon  
Mr. Kramer  
Mr. McGuire  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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DATE 9/22/98 BY SP5/BJH

#323013

Respectfully,  
For the Conference

Clyde Tolson, Chairman

66-2554-  
NOT RECORDED  
SP9

INITIALS ON ORIGINAL

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WBG:1rd

January 23, 1943

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Ladd, Mumford, Rosen and Glavin considered a suggestion submitted by Special Agent Schildecker of the Chief Clerk's Office concerning smallpox vaccinations for Bureau employees.

It was pointed out to the Conference that the Public Health Service in Washington, D. C. would furnish to Bureau employees free of charge smallpox vaccinations and that if at any time a group of two hundred or more Bureau employees desire to be vaccinated the Health Department would have a doctor come to the building to administer such vaccinations to those employees.

The Conference is of the unanimous opinion that this project should not be entered into by the Bureau at the present time.

Respectfully submitted,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 9/22/93 BY SP5C/bce  
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66-2354-  
NOT RECORDED

INITIALS ON ORIGINAL = 3

6 MAR 1 1943

ORIGINAL FILED IN 1-25-173



January 13, 1943

(P) CBS:FG

MR. GLAVIN

RE: CAFETERIA SERVICE

I talked to Mrs. Compton, manager of the cafeteria, on January 13, 1943, relative to serving meals at 3:00 A.M. and also relative to opening the cafeteria at an earlier hour in the morning. Mrs. Compton stated that they would keep the soda fountain open from 3:00 A.M. until 4:30 A.M.; however, they would not serve any hot meals in the cafeteria proper. Mrs. Compton inquired as to the number of employees who would be on duty on the midnight shift and she was advised the number would be approximately 150 to 160.

The request was also made that the cafeteria open at 6:15 in the morning in order to give the employees sufficient time to have breakfast before reporting to work at 7:00. Mrs. Compton advised that they could open the cafeteria at 6:30 in the morning; however, it would not be possible to open at 6:15 inasmuch as that would require the hiring of additional employees since under their union contract the employees can only be worked so many hours a day and it would not be possible to cover all of the meals served with sufficient number of employees if the cafeteria opened at 6:15. However, she did state that it would open promptly at 6:30 and she felt this would be a sufficient length of time to handle the Bureau employees desiring breakfast. The noon meal and the evening meal will continue on the same hours as previously.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,

C. B. Schilder

|              |
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| 66-2554      |
| NOT RECORDED |
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Addendum

January 23, 1943

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Hendon, Coffey, Mumford, Tracy and Glavin agreed that these cafeteria hours would be satisfactory.

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DATE 9/22/08 BY SP5CJ/bce

#323013

W. R. Glavin

58 FEB 2 1943

ORIGINAL FILED IN 66-2729-185-2

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Y

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.  
January 23, 1943

WRG:lrd

MEMORANDUM

Recently Mr. Little, Superintendent of the Department of Justice Building, inquired concerning the fluorescent lights to be placed in the Identification Division.

I told Mr. Little that even though the Identification Division is moving out of the space on the 7th floor, we thought the lights should go in since many other activities needing good light would be assigned there.

W. R. Glavin

Addendum - The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Hendon, Mumford, Coffey, Tracy and Glavin agreed that this should be done.

W. R. Glavin

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56 FEB 4 1943

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HHC:MMH

January 26, 1943

THE DIRECTOR

Concerning the question as to whether a reader should be authorized in each field office to review outgoing correspondence for clerical errors of various types, you are advised that a survey was made within each division with the following results: 2,558 communications were examined in various divisions; a total of 1,855 errors were found. These included reports and letters received at the Bureau from field offices. Many reports and letters had no errors in them; some reports or letters had several errors of a clerical nature included. Therefore, the number of errors does not by any means coincide with the number of communications in which errors were found. For example, a 20 page report might have 10 or 12 errors. These errors were for the most part typographical. For example, in one group of 737 errors, 677 were typographical and 60 were errors in grammar. In another group of reports, of 637 errors, 357 were errors in punctuation and typing, 207 were errors in spelling, 24 were errors in sentence structure, and 49 were instances of lack of neatness.

It was the uniform vote of the Conference that the figures shown did not justify the employment of a clerical employee on a full-time rate for the purpose of making the corrections. Yet it was thought that action should be taken with a view to reducing these errors. It was therefore recommended that the attached communication be sent to all field offices, calling to their attention the delinquencies and insisting that each stenographer and typist proof read the communication prepared by such employee, in order to make sure that it is acceptable and in an entirely satisfactory status before it is submitted to the Agent in Charge for approval. If this is approved, there is attached a communication for this purpose addressed to all Special Agents in Charge.

Mr. Tolson \_\_\_\_\_ Those present at the Conference were: Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Rosen, Carson, Mumford and Clegg.

Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen Mr. Glavin  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Mumford \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Mr. Andy \_\_\_\_\_

Respectfully,  
 For the Conference

Clyde Tolson  
 Chairman

W. R. Glavin  
 Secretary

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DATE 9/22/90 BY SP5C/bce

# 323013

76 FEB 19 1943

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*[Handwritten signature]*

January 31, 1943

WRC:HFD

THE DIRECTOR

The following members of the Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Mumford, Rosen, Tracy, and Glavin, considered a suggestion made by Glavin that the Bureau approve the printing up of a card addressed to the Director of the Federal Bureau of Investigation, et cetera, for delivery to the War Production Board so that our priority applications may be promptly returned to us.

The Conference was advised by Glavin that the majority of Government Departments have such cards printed up at the present time and these cards do expedite the return to the proper individual of the necessary priority information.

Should the Director approve the recommendation of the Conference concerning this matter, appropriate steps will be immediately taken to have such cards printed.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

V. R. Glavin  
Secretary

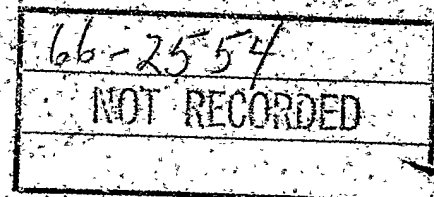
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 2/22/98 BY SP5CJ/bca

# 323013



INITIALS ON ORIGINAL - 8

61 FEB 24 1943

ORIGINAL FILED IN 66-2354-114

January 31, 1943

WLC:HED

THE DIRECTOR

The following members of the Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Mumford, Eosen, Tracy, and Glavin, considered the following matter:

Quinn Tamm submits suggestion requesting that arrangements be made with the Department of Justice for all elevators in the Department of Justice Building to run to the seventh floor.

For the information of the Director, at the present time the only elevators running to the seventh floor on which employees may proceed to and from their work on that floor are those at 9th and Pennsylvania Avenue and those at 10th and Pennsylvania Avenue. Mr. Quinn Tamm points out that at the present time at each elevator lobby on the seventh floor employees are stationed to check the passes and identification badges of employees entering through any of the elevator lobbies on the seventh floor; that this procedure is necessary because of the fact that the elevator lobbies are being used at recess periods, and consequently it would be of assistance to the Identification Division to have the elevators come to the seventh floor at lunch time and in the evening.

The Conference was of the unanimous opinion that such elevator service is needed since many of the employees on the seventh floor are delayed considerably in leaving the floor on luncheon and dinner periods as well as when leaving at the end of their tours of duty.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Should the Director approve the recommendation of the Conference an immediate memorandum will be forwarded to the Department concerning this matter.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

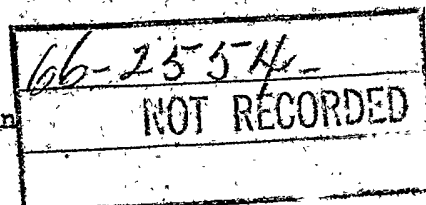
W. E. Glavin  
Secretary

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DATE 9/22/90 BY SP5C/llc

# 323013



FEB 25 1943

ORIGINAL FILES IN 66-2554-

JKL:EK

January 29, 1943

THE DIRECTOR

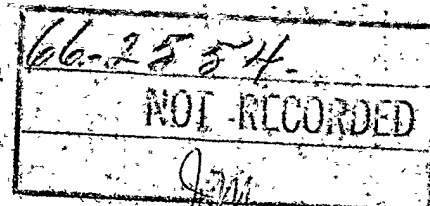
The Executive Conference on January 28, 1943, attended by Messrs. E. A. Tamm, Clegg, Nichols, Glavin, Rosen, Q. Tamm, Carson and Mumford, considered a suggestion submitted by SAC Fletcher that field divisions not be required to submit any type of communication dealing with nationalistic activities when there are no developments within the division during the preceding month for use in connection with the Monthly Intelligence Summaries.

The Conference was unanimously opposed to the suggestion for the reason that such procedure would leave the Seat of Government in the position of not knowing whether to assume the field had no information or that the field had neglected to submit it or that the submission had merely failed to reach the supervisor due to misfiling or routing.

As you know, the field is required to submit their data for the preceding month by the fifth of each month and the consolidated summary on a national basis is prepared by the twentieth of the month. To approve Mr. Fletcher's suggestion would undoubtedly result in the frequent omission of very pertinent information in the preparation of these reports which go to the White House and considerable other top Government officials.

In the event you approve the action of the Conference, there is attached a letter to SAC Fletcher so advising him.

Respectfully,  
For the Conference



Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

INITIALS ON ORIGINAL - 3

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
 Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_ Attachment  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

102  
FEB 26 1943

PAL:EGK

January 8, 1943

MR. COFFEY

RE: C. W. RADIO NETWORK  
Waldorf Station

At the present time the portable demountable building which was erected at Waldorf has only a thin, comparatively inefficient insulation in the roof. Due to the technical installations in the station, it is impossible to build an ordinary ceiling. Therefore, I have looked into the possibilities of insulating the roof and gable ends of the building where it appears the heat loss is greatest at the present time.

Mr. Elder of Elder and Mills, Bel Alton, Maryland, which is five miles below La Plata, telephone number La Plata 4199, advised that he will insulate the roof and gable ends with some insulating material of which we already have on hand enough to cover one-third of this area. He will furnish the balance of this insulating material which is of the batting type and put a half-inch insulation board ceiling under the roof and the walls at the gable ends which he states should be most efficient. The total cost will be \$350.00 including the necessary additional material.

Elder and Mills were recommended to me by Mr. C. A. Howe who erected the building and who has done considerable work and has been found to be very reliable.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

RECOMMENDATION: It is recommended that approval be granted to have this work done and to make the expenditure from the confidential fund.

Respectfully,

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DATE 9/22/90 BY SP5C/1622  
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A. Larmoyeux

66-2554 -  
NOT RECORDED

ORIGINAL - 1

ORIGINAL FILED IN 80-646-3191



Page 2

A. To discuss the problem with and train the individual agents during the course of their interviews.

B. To locate and improve the defects in the investigative procedures of the office; and

C. To focus his attention upon the causes of such delinquencies in the field office, thus making more effective and more constructive, the work of the inspector and also focus his attention upon the investigative weaknesses already discovered and aid the inspector in apportioning his time in the office upon the major problems that are discovered.

This would also have the effect of tightening up field office supervision and seat of government supervision; and this work would be coordinated with the regular field office inspection. It would serve simultaneously as an inspection of the adequacy of case supervision in the field and at the seat of government.

Those favoring this suggestion were Messrs. Tolson, E. A. Tamm, Mumford, Tracy, Hendon, Quinn Tamm and Clegg.

Those opposed were Messrs. Rosen, Ladd, Nichols, Carson and Glavin. They were of the opinion that this was presently the function of regular supervisors in the Bureau. It was pointed out, however, that in this manner the supervision would be by field offices and would make more effective field office inspections which are now all too brief to permit a detailed examination of the numerous investigative files.

Respectfully,  
FOR THE CONFERENCE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

$\text{HNC}:\text{PH}$ 

-1- The Executive Conference, Messrs. E. A. Tamm, Rosen, Ladd, Nichols, Carson, Glavin, Mumford, Tracy, Hendon, Quinn Tamm and Clegg being present, considered the recommendation made by Mr. Clegg that two qualified investigators with report reviewing ability be assigned to the Training and Inspection Division for the purpose of devoting their full attention to the inspection of investigative files. This work would be coordinated with the work of field office inspectors.

The supervisors so selected would, for example, prepare a wire for the Indianapolis Office requesting a list of all pending cases by classification number be submitted to the Bureau within a three or four day period, the list to be prepared in the same form as delinquent cases are listed in quarterly or monthly administrative reports. The wire would request a complete list of the cases. Upon receipt of this list, the files would be examined or at least a substantial number under each classification to observe the adequacy and propriety of the investigation, to see if the investigation was being focused upon the proper objective, to see that time was not being wasted, to see that there were no substantive delinquencies or serious delays such as might involve the running of the Statute of Limitations, to see that unnecessary, undeveloped leads were not suggested, and to see that the case was being handled properly. The delinquencies would be written up in the same fashion that an inspector now writes up the delinquencies he observes when examining a file in the field office. The name of the specific agent responsible for the improper investigation or the waste of time and effort would be shown.

These case write-ups would be sent to the Special Agent in Charge for an answer and explanation of the delinquencies noted. A copy would also be sent to the investigative division for a similar answer as to improper supervision if such were found here. The replies from the Special Agent in Charge would then be furnished to the Inspector prior to his departure for the Indianapolis Office to conduct an inspection. He could study the delinquencies noted and observe the individual agents who were improperly handling cases and he could use the information thus obtained.

Mr. Tolson.....  
Mr. E. A. Tamm.....  
Mr. Clegg.....  
Mr. Glavin.....  
Mr. Ladd.....  
Mr. Nichols.....  
Mr. Rosen.....  
Mr. Tracy.....  
Mr. Carson.....  
Mr. Coffey.....  
Mr. Hendon.....  
Mr. Kramer.....  
Mr. McGuire.....  
Mr. Quinn Tamm.....  
Mr. Nease.....  
Mr. Gandy.....

15 MAR  
CC: Mr. Glavin

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DATE 9/22/90 BY SP5C

~~NOT~~ RECORDED

#323013

WRG:lrā

January 23, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Ladd, Mumford, Rosen and Glavin recommended approval of the attached form letter to the Director, Assistants to the Director, Assistant Directors, Special Agents in Charge and Inspectors concerning the monthly administrative report.

For the information of the Director, the submission of the material requested in this form letter, i.e., the breaking up of delinquent cases so that those cases which are delinquent in the office of origin due to investigative or other delinquencies and those cases which are being up merely because an auxiliary office has not submitted a report to the office of origin will give the Bureau a better picture of the actual work in the field at this time.

Respectfully submitted,  
FOR THE CONFERENCE

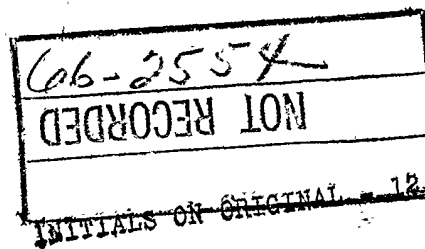
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/98 BY SP5CJ/bce  
#323813

Attachment

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



ORIGINAL FILED IN 66-2554-12

RECEIVED-READING ROOM  
JAN 23 1943  
FEB 6 1943  
JAN 23 1943

January 20, 1943

WFO:PH

THE DIRECTOR

The Executives Conference, Messrs. Glavin, Quinn Tamm, Coffey, Carson, Rosen, Mumford and Clegg being present, considered the attached List of police agencies recommended to attend the FBI National Police Academy Session beginning April 12, 1943.

The thirty-eight departments selected as recommended are in the attached list together with the alternates in the order named for their consideration. This list had been previously distributed to each member of the Executives Conference for review. It was approved as submitted and listed in the attached.

Respectfully,  
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

*Encl  
Att to Dir*

Tolson \_\_\_\_\_  
A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_ *Attch mt*  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

CC: Mr. Glavin

ALL INFORMATION CONTAINED  
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DATE 7/22/96 BY SP5CJ/bce  
# 323,013

50 MAR 16 1943

*ph*

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| NOT RECORDED |

ORIGINAL FILED IN 1-4-5-2-8

January 25, 1943

MEMORANDUM FOR MR. CLEGG

It is desired that the Bureau's manuals be changed so it will no longer be required that field offices notify the Bureau as to the dates on which field firearms training will be held in advance of the actual training.

The records as to the actual training given and the results thereof will be sufficient for recording purposes and proper administration.

Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_

APPROVED BY EXECUTIVE CONFERENCE, 1/19/43, Messrs. Tolson, Glavin, Nichols, Quinn Tamm, Mumford, Rosen, Carson and Clegg.

COMMUNICATIONS SECTION

Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tamm \_\_\_\_\_  
Mr. Carson \_\_\_\_\_

FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE

Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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JAN 26 1943

January 4, 1943

LAH:PH

THE DIRECTOR

The Executive Conference considered the request of the Huntington Division that it be permitted to contract for the construction of a range near Wayne, West Virginia. The Huntington Office has previously informed that the present range is located too far distant from the office. The Huntington Division has an offer from Mr. Ray Booth of Wayne, West Virginia, construction engineer of the West Virginia Highway Commission who has offered to build a range on his personal private property and to do this at a cost to the Bureau of \$303.10 with a yearly ground rental of \$125 and a yearly maintenance charge of \$40. This would make the initial cost \$303.10 and the annual cost \$165.

It was pointed out that the Bureau cannot spend funds to improve private property, but that the Bureau would be able to arrange to reimburse the private contractor by an increased annual rental to offset the initial outlay which he makes. It was pointed out to the Conference that the cost of the construction of the range would be less than the amount of per diem paid to agents of the Huntington Office for one firearms training period at the range presently being used. Accordingly, a definite saving can be effected.

If approved, the Huntington Office will be informed that the Bureau cannot expend funds for the improvement of private property, but that the Huntington Office may negotiate with the contractor to have the range built on an annual rental basis. A number of technical suggestions made by the firearms experts are also being transmitted to the Huntington Office.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5CJ/bce  
# 323,131

cc: Mr. Glavin

61 FEB 11 1943

INITIALS ON ORIGINAL

66-2554-30  
FILED IN

WRG:jh

January 21, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Quinn Tamm, Carson, Coffey, Hince, Clegg, Mumford, Rosen and Glavin, considered the request made by SAC Sears of the Philadelphia Office that the Bureau approve additional supervisory personnel for the Philadelphia Office as follows:

Thomas G. Spencer, for the supervision of Denaturalization cases.

William G. Simon, for the handling of Bulgarian, French, Hungarian, Roumanian and Spanish cases and ship arrivals.

H. B. McFarland, for the handling of Alien Enemy Control dictation.

For the information of the Director, at the present time in addition to the Special Agent in Charge, the Philadelphia Office has six administrative assistants. They have at the present time 8155 cases pending.

The Conference feels that the aforementioned Special Agents should be approved for administrative duties in the Philadelphia Office for a period of forty-five days, by which time the Philadelphia Office will be under inspection and this matter can be carefully gone into by the Inspector to determine whether this additional assistance should be continued.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Should the Director approve, there are attached hereto memorandum to Mr. Clegg concerning this matter and a letter to SAC Sears regarding these assignments.

Respectfully,  
FOR THE CONFERENCE

|              |
|--------------|
| 66-2554-     |
| NOT RECORDED |

Clyde Tolson  
Chairman

H. B. Glavin  
Secretary

Attachments

INITIALS ON ORIGINAL - 8

61 FEB 6 1943 298



January 29, 1943

CT:LCB

THE DIRECTOR

Our combined regular and National Defense appropriation provides for 4603 Special Agents for the current fiscal year. Today, exclusive of Special Agents on special assignment and on military leave without pay, we have a total of 4552 Special Agents, or 51 less than our appropriation covers. Twenty-seven appointments have been sent out for February 1st and at least 27 appointments will be sent out for February 8th, by which time we will have all the Special Agents on duty provided for in the appropriations.

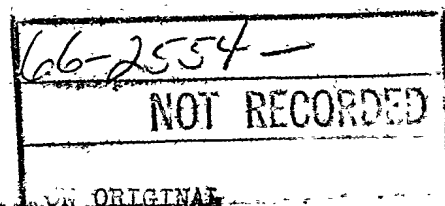
In view of additions to SIS and occasional resignations, it is recommended that we continue to appoint Special Agents but that new Special Agents schools be started every other Monday, rather than each Monday as has been the practice in the past. If you approve, the first school after February 8th will be the one for February 22nd.

The Executives Conference has recommended that the new Special Agents school be extended from 12 to 16 weeks. Your approval of the foregoing recommendation will mean that when the present schools are entirely completed, we will have eight schools of new Special Agents in session at all times.

Clyde Tolson

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/90 BY SP5216ce  
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298

WRG:jh

January 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Ladd, Hendon, Nichols, Tracy, Mumford, Carson, Clegg, Glavin, considered the recommendation made by Special Agent R. H. Cunningham of the Security Division that the Bureau give consideration to the issuing of preferential gasoline cards to [redacted]

b7D

Division.

The Conference was advised that [redacted] presently receiving \$25.00 a week for information furnished by him. He is acquainted with [redacted] is presently furnishing information concerning [redacted] as well as [redacted]. The [redacted] Office advised that [redacted] has proved to have more information concerning [redacted] personalities involved in [redacted] and the technique used by [redacted] in their foreign intelligence agencies than any other source. The [redacted] Office also stated that close contact with him by Agents of the [redacted] Office has substantiated his reliability.

b7D

It is further pointed out that in so far as [redacted] is concerned, he was born at [redacted]. In 1931 he was invited to Russia to [redacted] for the Soviet Government but upon refusing to [redacted]

66-2554

Mr. Tamm [redacted] From 1935  
Mr. E. A. Tamm [redacted] was affiliated with the [redacted] industry  
Mr. Clegg [redacted] Germany where he belonged to the Department of Culture but was  
Mr. Coffey [redacted] a member of the Nazi Party. [redacted] by him in  
Mr. Glavin [redacted] Germany were of a [redacted] and the government refused  
Mr. Ladd [redacted] allow him to [redacted] and, according to his statement, he  
Mr. Nichols [redacted] requested to leave Germany. In March of 1939 he proceeded to  
Mr. Rosen [redacted] France where he was connected with the [redacted]  
Mr. Tracy [redacted] assisting them in locating Communists and  
Mr. Carson [redacted] counter-espionage organizations. He left Paris just prior to the en-  
Mr. Hendon [redacted] trance of the Nazis, proceeding to Casablanca, then to Lisbon, and  
Mr. McGuire [redacted] arrived in the United States in January, 1941, at which time  
Mr. Mumford [redacted] he was investigated by the U. S. Immigration and Naturaliza-  
Mr. Harbo [redacted] tion Service. [redacted] was apprehended by the [redacted]  
Mr. Quinn Tamm [redacted] Office for the Bureau in December, 1941, as an alien enemy  
Mr. Nease [redacted] but was paroled to the custody of a reputable American citizen.

Miss Gandy 1 FEB 1 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/20/96 BY SP5C/bce #323,013

ORIGINAL FILED IN 66-25542-3-26

AR/bw

January 5, 1943

THE DIRECTOR

The Executive Conference, at which were present Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Nichols, Carson, Hendon, Coffey, Clegg, Ladd, Gurnea, and Rosen, recommended that instructions be issued immediately to every Division to strictly enforce the following rule with reference to stamping mail received in each Division:

Upon the receipt of any mail in each Division it must be stamped in the Division. It was pointed out that Deferred Recording mail, that is mail which is received in the File Room and because of its importance is sent directly to the interested Division prior to being searched, serialized and routed in the File Room, is in many cases returned to the File Room by routing slip with a request that previous serials and the complete file be attached. In some cases it has been noted the File Room has stamped the routing slip and has not stamped the actual mail when it is returned to the File Room.

In order to insure that all mail will be properly traceable the Conference recommends that the rule requiring each Division to stamp mail upon its receipt in the Division be rigidly enforced.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
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JAN 31 10 02 AM '43

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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| 66-2554 |
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58 FEB 4 1943

Upon his own initiative, thereafter, [ ] offered to assist the Bureau. b7D

The Conference recommends that in view of the fact that this informant has proved his reliability and is furnishing very good information to the [ ] Office and from facts furnished it is necessary that he use his car, he residing several miles from the nearest public transportation facility, the Bureau make arrangements to secure for him the necessary gasoline ration card, the securing of which can be handled by the [ ] Office without any comment being made concerning it. b7D

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

54779

JKM:EK

February 6, 1943

THE DIRECTOR

The Executive Conference on February 5, 1943, attended by Messrs. E. A. Tamm, Clegg, Ladd, Glavin, Rosen, Tracy, Coffey, Quinn Tamm, Carson, Piper and Mumford, considered a request received telephonically from Mr. Francis A. Mahoney, Secretary of the Executive Committee, Alien Property Custodian, that liaison be permitted by the field representatives of that service and the field offices of this Bureau so that expedite checks might be made of the FBI field office files for information concerning companies and the officials and employees of those companies currently under investigation by the Alien Property Custodian's representatives. Mr. Mahoney based his request on fact that if these representatives were not permitted such liaison, it necessitate following the present system of having the name search made in Washington in which event the field representative would frequently not receive the desired information until long after he would ordinarily have completed his examination of the company under consideration.

The Conference was unanimously in agreement that Mr. Mahoney's request be approved subject to the following conditions: first, that the Alien Property Custodian be formally advised that the FBI will not search names both in the field and at the Seat of Government and that the FBI field office files are not necessarily complete; second, that the agreement will apply in the field as it now does at the Seat of Government that such name check will be made on the company and on the key employees.

In the event you approve the action of the Conference, there are attached hereto a letter to Leo T. Crowley, Alien Property Custodian, and a letter to the field in this regard.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Mumford \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Respectfully,  
 For the Conference

Glyde Tolson  
 Chairman

W. R. Glavin  
 Secretary

INITIALS ON ORIGINAL - 3

55 MAR 11 1943

Attachments

January 9, 1943

LBN:JH

THE DIRECTOR

The Executive Conference consisting of Messrs. Rosen, Ladd, Mumford, Tracy, Hendon, Clegg, Quinn Tamm, Carson, Glavin and Nichols considered the family program for January 12.

It was a unanimous recommendation of the Conference that the British film, "Next of Kin," be shown along with a couple of other shots. The latest March of Time has been secured which will make a two-hour show. Admission will be by FBIRA Membership Card only.

Respectfully,

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED  
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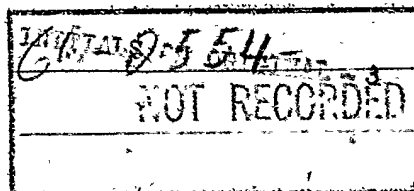
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W. R. Glavin, Secretary

cc - Mr. Glavin  
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

53 JAN 21 1943

262



ORIGINAL FILED IN

Chicago

January 25, 1943

CHS DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Rosen, Clegg, Coffey, Hince, Glegg, Mumford and Quinn Tamm being present, considered the attached letter to the field concerning membership in the Exemption Association and feels that it should be sent to all Special Agents in Charge.

The Conference with the exception of Mr. Glavin feels that this letter should go forward over the Director's signature. Mr. Glavin feels that it should go out over the signature of the President of the Exemption Association.

Respectfully,  
For the Conference

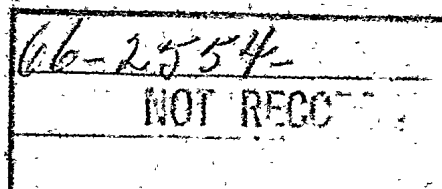
Clyde Tolson  
Chairman

U. H. Glavin  
Secretary

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DATE 9/22/2004 BY SP5CJ/bsa

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Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey Enclosure  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



MAR 16 1943



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huc;hd

January 22, 1943

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Mumford, Coffey, Carson and Clegg

being in attendance, recommended that the present occasion of the FBI NPA when they go to Quantico for the week beginning February 1 be permitted to stay at Quantico over night and that their meals per day taken there, which would cost them more than they are accustomed paying and that many of them are able to pay, be borne by the tip accounts to stay \$100.00. It is estimated that by February 22, the next time tips are distributed, the fund will amount to approximately \$2000.

The total cost for the 3 meals per day for the 33 members of the Academy would be \$513.00.

It was unanimously recommended that for this class at least we experiment in that it would save transportation costs involving the use of one bus. Mr. Hicks advised that he would be able to provide them quarters during the week in question. With the added tips between now and February 22, there would, with other deductions and caretakers' meals, be approximately \$900 to \$1,000 left in the tip fund for distribution at that time.

Mr. Hicks was of the opinion that if we could charge each NPA man 25¢ per meal that this would bring in a revenue of \$171 which would help the tip fund and keep the waiters, dish washers and cooks in a better frame of mind.

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson, Mr. Glavin

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

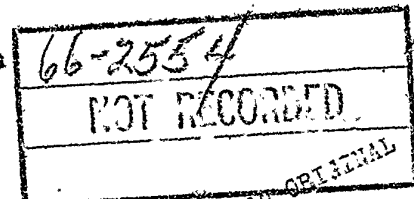
Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary



FEB 9 1943

363

ORIGINAL FILED IN

WRG:MTS

January 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Carson, Quinn Tamm, Tracy, Nichols, and Glavin, considered an automobile accident involving SAC Rhodes.

For the information of the Director, SAC Rhodes on December 12, 1942, while proceeding from Omaha to Lincoln, Nebraska, was involved in an accident with a Bureau-owned automobile at approximately 3:00 P.M. SAC Rhodes advised that he was proceeding from Omaha to Lincoln to fill a speaking engagement. When he left Omaha, there had been no storm and the roads were clear and free of ice, and for this reason he did not put chains on the tires. When he approached the city limits of Lincoln, he noticed there had been about a two or three inch snowfall several hours prior to his arrival, and the roads were being scraped by snow plows of the State Highway Department. Shortly prior to the time he approached a bridge, he noticed a truck ahead of him which was engaged in scraping the pavement of the snow. The truck was traveling at a speed of about 20 miles per hour on the right side of the road and SAC Rhodes passed it and then entered the bridge at a speed of 30 to 35 miles per hour. When he got upon the bridge, he proceeded to straighten the car out in order to bring it over on the right side of the road, but owing to the heavy ice on the bridge, the car did not straighten out, but circled around on the ice and plunged into the railing of the bridge, demolishing the front end of the car. The damages have been estimated at \$225. SAC Rhodes was not injured and proceeded to the City of Lincoln proper and fulfilled the speaking engagement which he had.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The Conference is of the very definite opinion that SAC Rhodes was at fault in this accident and should be held responsible for the damages to the Bureau car. He was negligent in the operation of the automobile, since, knowing the condition of the road, he swung out to pass the truck on a bridge at a rate of speed from 30 to 35 miles an hour, started to swing back to get on the right side of the road, and when the car skidded he lost complete control thereof. Had Rhodes utilized reasonable caution in this particular case, the accident would not have occurred.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/lbc  
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| NOT RECORDED |

58 JAN 27 1943

ORIGINAL FILED IN 66-1780-9

Memorandum for the Director

- 2 -

Should the Director approve the Conference's recommendation in this matter, SAC Rhodes will be promptly advised.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

HHC:EEM

January 1, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Rosen, Laughlin, Quinn Tamm, Carson, Hendon, Ladd, Mumford, Tracy, Nichols and Clegg, considered the suggestion of John C. Neely, Special Agent, that when Special Agents are ordered to report to the Seat of Government for assignment as Supervisors that they first be requested to attend Retraining School before they are assigned. The Executive Conference unanimously felt this was a good suggestion and this program should be followed wherever possible unless the Special Agent had attended an In-Service School in the previous six months. If this is approved, there is attached hereto a memorandum for Mr. Glavin to this effect and a letter to Agent Neely as to the action taken with regard to his suggestion.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

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HEREIN IS UNCLASSIFIED

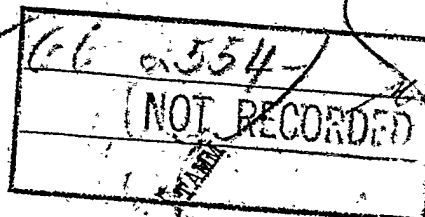
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#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachments

CC - Mr. Glavin

60 JAN 22 1943



ORIGINAL FILED IN

January 4, 1943

The Executive Conference, those present being Messrs. E. A. Tamm, Rosen, Glavin, Clegg, Coffey, Carson, Nichols, Quinn Tamm, Hendon, Tracy, Ladd, Mumford and Hince, approved a modification of the In-Service training course schedule to permit the handling of Division One panel forum matters during the appearance of Mr. Tracy. This frees one-half hour of time which the Conference approved allotting to the subject of Report Writing. This will increase the Report Writing time allotment from one hour to one and one-half hours.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/98 BY SP5C/bc  
# 323013

W. R. Glavin,  
Secretary

66-2554-

ORIGINAL FILE IN

JAN 13 1943

HHC:MH

January 2, 1943

SAC, New Orleans

Dear Sir:

The Bureau approves your recommendation of December 15, 1942, that an Agent be designated to receive complainants in the New Orleans Office whenever the necessity for such action arises.

The additional duties which you indicate will be performed by this Special Agent in the office when he is not receiving complainants should not consist of administrative work.

Very truly yours,

John Edgar Hoover  
Director

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 2/22/92 BY SP5C/bc  
#323013

cc - Mr. Glavin

Approved by Executive Conference 12/29/42.

Those present were: E. A. Tamm, Laughlin, Q. Tamm, Garson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols, Clegg.

Communications Section  
Jan 5, 1943 P.M.

RECEIVED NO. 111111

|              |
|--------------|
| 66-2554 -    |
| NOT RECORDED |

54 JAN 2 1943

LAH:DEM

January 23, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Carson, Q. Tamm, Clegg, Mumford, Rosen, Coffey and Hince, approved the insertion in the Manual of Rules and Regulations with the following phraseology:

"Special Agents may retain copies of Identification Orders in their brief cases, desks or file cabinets. If retained, they must be filed numerically, bound and maintained in an up-to-date status. As Apprehension Orders are received, obsolete Identification Orders must be withdrawn. Apprehension Orders may not be retained."

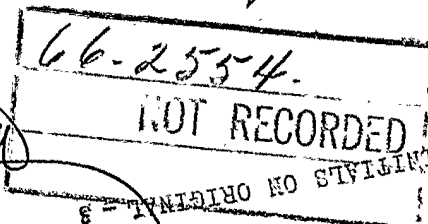
Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/98 BY SP5CJ/bce  
#323613

Clyde Tolson  
Chairman

lson  
CC - Mr. Glavin  
A. Tamm  
egg  
ffey  
avin  
dd  
chols  
sen  
acy  
rson  
ndon  
Guire  
mford  
rbo  
inn Tamm  
ase  
andy

W. R. Glavin,  
Secretary



FFB 22 1943

ORIGINAL FILED IN 66-2554



EPC:AF

January 1, 1943

THE DIRECTOR

At the Executive Conference of December 30, 1942, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Carson, Coffey, and G. Tamm, there was considered the question of setting up in the Laboratory printing presses and accessory printing equipment. The Conference was informed that in the case of Joseph Bennett Harris, charged with interstate transportation of obscene matter, Harris has abandoned about eight or ten tons of printing presses and equipment in New York City and this equipment may revert to the Government and conceivably could be transferred to the Bureau. It was Mr. Appel's suggestion that this printing equipment be brought down to Washington and set up in the Laboratory. He pointed out that on occasion the Bureau has need to do sample printing both for investigative purposes and the preparation of cases for court, and also on some occasions to simulate letterheads or other printed documents. The equipment would require an estimated 300 feet of floor space.

The Conference was unanimously of the opinion that in view of the infrequent need for such printing equipment in the Bureau, such equipment should not be obtained and set up.

If the Director approves the Conference's recommendation the attached letter should go to the New York office advising them not to hold the equipment for the Bureau.

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson ~~Mr. Glavin~~ \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Kramer \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

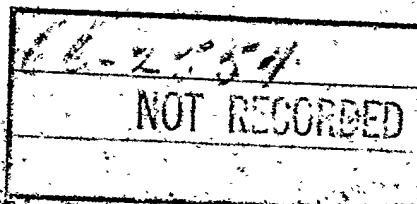
Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary



55 JAN 21 1943

December 9, 1942

NHM:EG

MR. CLEGG

Re: J. T. Terry  
Former Lieutenant  
Georgia State Highway Patrol  
HPA Directory

This graduate is a chronic drunk and has been on the minus list practically since he graduated from the Academy. He was dismissed from his department due to his drinking.

It is not recommended that his name be included in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP5CJ/hce  
# 323073

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

55 FEB 3 1943

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 1-215-212 OK

NHM:EG

December 9, 1942

MR. CLEGG

Re: Eugene L. Yeats  
Former Sergeant, Police Department  
Gadsden, Alabama  
NPA Directory

Yeats was dropped from all Bureau mailing lists in May, 1940, after he had been dismissed from his department as a result of a drinking episode, and has been out of law enforcement since that time.

It is not recommended that his name be placed in the new directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5/BJC  
# 323013

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

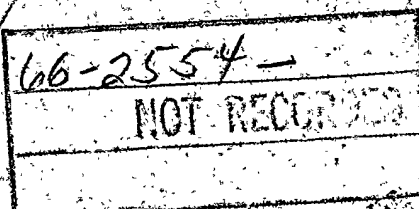
Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

102  
FEB 8 1943



ORIGINAL FILED IN 1-57-33

NHM:MMH

December 7, 1942

MR. CLEGG

Re: Carl Ashley  
former Lieutenant, Indianapolis Police Department  
NPA Directory

Ek Ashley is no longer in law enforcement work. Prior to his resignation from the Indianapolis Police Department, he was reduced to the rank of Patrolman for becoming drunk and not reporting for duty. He has been carried in a minus category since this time. It is recommended that his name not be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/98 BY SP5C/bce  
#323013

N. H. McCabe

ADDENDUM:

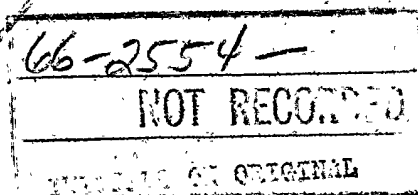
12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



ORIGINAL FILED IN 1-2136-5, Destroyed

NHM:MMH

December 7, 1942

MR. CLEGG

Re: Michael Shea  
Sergeant, Erie, Pennsylvania State  
Police Department  
NPA Directory

Shea has been carried in a minus category for the past two years. Soon after he returned from the Academy he became involved in a drunken brawl with a prostitute and was demoted in rank. He has not been invited back for retraining since that time and he is not afforded the privileges given to other graduates. It is recommended that his name not be included in the directory.

Respectfully,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/22/95 BY SP5C/bce  
#323013

N. H. McCabe

ADDENDUM:

12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554 -  
NOT RECORDED  
INITIALS ON ORIGINAL

102  
55 FEB 3 1943

Destroyed 8/2/73  
ORIGINAL FILED IN 1-2116-1-33

Er  
NHM:MMH

December 7, 1942

MR. CLEGG

Re: T. D. Harbour  
Meridian, Mississippi Police Department  
NPA Directory

Harbour, after his return to his department, was ill for a long time and did not instruct any one else in the handling of his work. Harbour is an Identification Officer and he absolutely refused to conduct a training school for the other members of his department and he has been carried in a minus degree for the past three years.

It is recommended that his name not be carried in the new directory.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/bw  
323813

Respectfully,

N. H. McCabe

ADDENDUM:

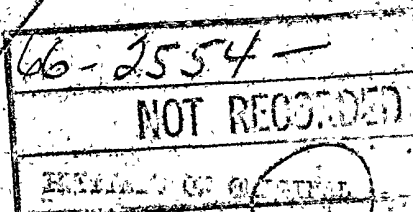
12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin, Q. Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg being in attendance, agreed with the above recommendation.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



NHA:EC

December 9, 1942

MR. CLEGG

Re: Robert W. Eleazer  
Former Chief of Detectives  
Columbia, South Carolina  
NPA Directory

This graduate was discharged from his department as a result of his appropriation to his own use money and jewelry obtained by him during several safe cracking investigations. He is out of law enforcement, and is on the minus list.

It is not recommended that his name be included in the new directory.

Respectfully,

N. H. McCabe

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/98 BY SP5C/bce  
#323013

ADDENDUM:

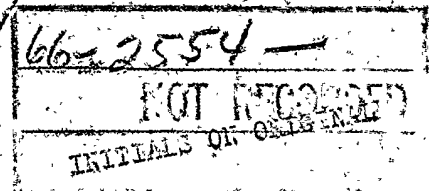
Mr. Tolson 12/29/42. The Executive Conference, Messrs. E. A. Tamm, R. H. Laughlin,  
Mr. E. A. Tamm, Tamm, Carson, Hendon, Ladd, Rosen, Mumford, Tracy, Nichols and Clegg  
Mr. Clegg being in attendance, agreed with the above recommendation.

Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



FILED IN 1-761-41



LBN:JS

December 16, 1942

THE DIRECTOR

<sup>0</sup>  
The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Hince, Tracy, Ladd, Kramer and Nichols reviewed the telephone setup at the new Armory.

Mr. Nichols pointed out that the present plans would cost the Bureau approximately \$1,000 a month for telephone service at the Armory; that each of the 150 telephones, which were branches off the Bureau's main switchboard, would cost \$5.50 per month.

It was pointed out that the Identification Division would have 102 telephones, the Training Division 30 telephones and other telephones would be located in the range, the Director's Office and other offices around the Armory.

The Conference felt that the 150 telephones were not unreasonable.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/22/90 BY SP5C/bc

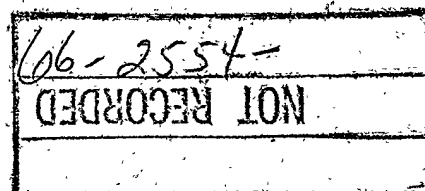
#323613

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen cc Mr. Glavin  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

DEC 8 1942



OT:mac

December 17, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Nichols, Glavin, Carson, Kramer, Tracy and Quinn Tamm being present, considered a suggestion submitted by W. R. Cornelison, Supervisor of the Night Force, Typing Section, Identification Division, in which Mr. Cornelison suggests a change in the production system of the Typing Section of the Identification Division.

For your information the present production system used in the Identification Division's Typing Section is based on the room average of the typists in the Typing Section, that is, the required production is based on an average of the total production of the unit.

Mr. Cornelison, in supervising the work of the Typing Section, feels that because of the turnover in personnel and because of the possibility that the newer people are not as well-qualified as typists as the older employees of the Bureau the room average production requirement is becoming too low. Mr. Cornelison suggests a minimum requirement for each of the typists, that is, a certain amount of work that they must turn out as based upon their experience. He suggests a number of units for the first month of typing, the second and through the sixth months, at which time the typists are completely trained, and then a uniform production for all typists who have been in the Bureau six months or more. This system would make for uniform production and uniform standards.

**RECOMMENDATION:** The Conference unanimously recommends the approval of a minimum production system as recommended by Mr. Cornelison.

If you approve, there is attached a letter thanking Mr. Cornelison for his suggestion and the proposed system will be placed in effect in the Identification Division on January 1, 1943.

66-554-  
Respectfully,  
For the Conference

Clyde Tolson, Chairman

INITIALS ON ORIGINAL

W. R. Glavin, Secretary

Enclosure

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED.  
DATE 9/22/90 BY SP5C/bce  
# 323,013

1 FEB 27 1943

ORIGINAL FILE IN

December 8, 1942

HHC:PH

THE DIRECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 7/22/90 BY SP5C/16C/R  
#823013

The Executives Conference, Messrs. Tolson, Tamm, Glavin, Tracy, Carson, Hince, Kramer and Clegg being present, recommended that in the preparation of communications to Bureau employees the following apply:

1. Letters intended for the attention solely of the Special Agent in Charge when sent to all Agents in Charge should be addressed as follows:

TO ALL SPECIAL AGENTS IN CHARGE:

2. Communications when to be addressed to Agents in Charge, Special Agents, Division Chiefs and Supervisors in Washington, should be addressed as follows:

TO ALL INVESTIGATIVE EMPLOYEES:

3. When the information affects clerical work in a field office or changes the Manual of Rules and Regulations, the communication should be addressed as follows:

TO ALL INVESTIGATIVE EMPLOYEES:

(A copy of this bulletin should be furnished to each clerical employee who has been issued a Manual of Rules and Regulations.)

4. Communications to Bureau officials should be addressed as follows:

Tolson \_\_\_\_\_

E. A. Tamm \_\_\_\_\_

Clegg \_\_\_\_\_

Glavin \_\_\_\_\_

Ladd \_\_\_\_\_

Nichols \_\_\_\_\_

Rosen \_\_\_\_\_

Tracy \_\_\_\_\_

Carson \_\_\_\_\_

Coffey \_\_\_\_\_

Hendon \_\_\_\_\_

Kramer \_\_\_\_\_

McGuire \_\_\_\_\_

Quinn Tamm \_\_\_\_\_

Nease \_\_\_\_\_

Mr. Glavin

TO ALL ASSISTANTS TO THE DIRECTOR AND ASSISTANT DIRECTORS:

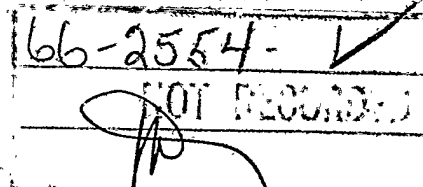
5. When supervisors also are to get the communication in Washington, it should be addressed:

TO ALL ASSISTANTS TO THE DIRECTOR, ASSISTANT DIRECTORS, INSPECTORS AND SUPERVISORS:

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 66-2554-1

C  
o man  
p  
y

February 3, 1943

WRC:jn

Special Agent in Charge  
Philadelphia, Pennsylvania

Re: 35 MM Projection Units

Dear Sir:

Reference is made to your previous correspondence concerning 35 MM motion picture equipment of a portable nature which had been used by the Philadelphia Office.

As you will recall one of the qualified photographers at the Seat of Government had the opportunity of examining this equipment in the recent past. It is noted that this photographer stated that the machines are apparently in very good condition with the exception of needing painting and that on one projector the lower magazine door does not fit tightly enough and in its present condition is a fire hazard. He stated, however, that the door can be tightened. He further stated that the large gear of the framing device on one machine is broken, making it impossible to frame the picture; that it is impossible for the owner to obtain necessary parts to repair this machine but the Bureau could obtain such parts. It was further stated that both machines in general will produce a good steady picture with adequate sound; that they are much older than the present movie equipment owned by the Bureau. It is pointed out that the majority of 35 MM film is on a nitrate base and is very definitely a fire hazard unless projected from an approved projection booth.

The Bureau is of the opinion that further use should not be made of these portable machines by you. It is understood that in the past when projections were made by you from these machines the necessary fire officials were present, however, the Bureau feels that it is most undesirable and unsafe to continue utilizing these machines, knowing that there is a very definite possibility of fire in continuing their use without their being in properly constructed projection booths. It is felt that 16 MM film of the type desired by you can be secured just as easily as 35 MM film.

Communications Section  
Feb. 4, 1943 P.M.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/23/95 BY SP5/6ce

#323013

66-2554-2009  
NOT RECORDED

ORIGINAL FILED IN 66-59-4875



Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.  
December 22, 1942

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MEMORANDUM FOR THE DIRECTOR

Mr. Ladd reported to the Executive Conference a request from Special Agent in Charge Guerin for the services of a trained Censorship liaison agent. Mr. Guerin indicated the need for a full-time Agent to be assigned on liaison work at New Orleans. The New Orleans station was established subsequent to the opening of the original Censorship stations.

There are additional Censorship stations being opened by the Censorship and there is need for full-time liaison men in addition to those who have been previously trained and who are stationed at San Antonio, San Francisco, New York, Chicago, Los Angeles, Miami and El Paso.

The Conference agreed that five additional Agents should be trained. If approved, these men will be furnished a training course of one week's duration. The schedule will be supervised by the Training Division. The training will include instruction and background of Censorship work, practical experience in liaison work in Washington, training in the routing of information, the handling of Censorship submission slips and cable intercepts and Bureau policies and procedures in Censorship liaison work.

Further, if approved, Mr. Ladd will arrange for the selection of Agents to be trained. The Conference agreed that the projected school of one week's duration should be held immediately following the specialized sound school which begins January 23, 1943.

Those present were Messrs. E. A. Tamm, Glavin, Carson, Quinn Tamm, Ladd, Kramer, Tracy, Nichols and Hince.

RECOMMENDATION:

The Conference recommends that a one week's school in Censorship liaison work be held beginning February 8, 1943, for five Agents from the FBI to provide additional trained Censorship liaison officers.

CC - Mr. Glavin

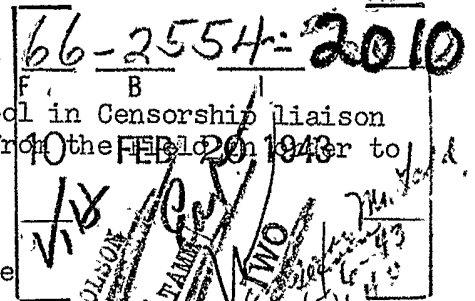


Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. F. Glavin,  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/23/90 BY SP5CJ/bce



5 MAR 11 1943  
Approved by  
Director  
EN 17/8/42

~~CONFIDENTIAL~~

MONDAY - FEBRUARY 8, 1943

|               |   |                        |
|---------------|---|------------------------|
| 9:00 - 10:00  | Censorship Methods and Objectives                             | Mr. Clegg or Mr. Hince |
| 10:00 - 11:00 | Organization of American Censorship                           | Mr. Hince or Gatins    |
| 11:00 - 12:00 | Inter-Relation of American (and British) Censorship           | Mr. Hince or Gatins    |
| 12:00 - 1:00  | Lunch   |                        |
| 1:00 - 2:00   | Censorship Activities of other Government Agencies            | Mr. Powell or Douglas  |
| 2:00 - 4:00   | Censorship Legislation; Rules and Regulations, and Violations | Mr. Wynn or Powell     |
| 4:00 - 5:00   | Bureau Policies Regarding Censorship Matters                  | Mr. Hince or Gatins    |
| 5:00 - 6:00   | Operations of Postal Censorship                               | Mr. Douglas            |
| 6:00 - 7:00   | Dinner  |                        |
| 7:00 - 8:00   | Censorship Watch Lists  | Mr. Powell             |
| 8:00 - 9:00   | Operation of Cable and Radio Censorship                       | Mr. Powell             |

TUESDAY - FEBRUARY 9, 1943

|              |   |                    |
|--------------|---|--------------------|
| 9:00 - 11:00 | Tour of Cable and Radio Censorship  | Mr. Powell or Wood |
| 11:00 - 1:00 | Tour of Postal Censorship   | Mr. Douglas        |
| 1:00 - 2:00  | Lunch   |                    |
| 2:00 - 3:00  | Tour of Division of Reports, including Watch List and Daily Report Sections | Mr. Douglas        |
| 3:00 - 5:00  | Communications in Espionage Cases   | Mr. Little         |
| 5:00 - 6:00  | Censorship Uses in connection with Visa and Exit Control                    | Mr. Alden          |
| 6:00 - 7:00  | Dinner  |                    |
| 7:00 - 8:00  | Needs of S.I.S. Division  | Mr. Carson or Keay |
| 8:00 - 9:00  | Communication Aspects of Sabotage   | Mr. Traynor        |

WEDNESDAY - FEBRUARY 10, 1943

|               |  |                             |
|---------------|--|-----------------------------|
| 9:00 - 10:00  | Internal Security Section Censorship Needs         | Mr. Mumford                 |
| 10:00 - 11:00 | Alien Enemy Control Censorship Needs               | Mr. Strickland              |
| 11:00 - 12:00 | Radio Intercepts                                   | Mr. Larmoyeux or Mr. Conrad |
| 12:00 - 1:00  | Lunch  |                             |
| 1:00 - 5:00   | Review of Spy Correspondence                       | Mr. Appel or McVay          |
| 5:00 - 6:00   | Invisible Inks with Special Reference to Detection | Mr. McGee or Stanley        |
| 6:00 - 7:00   | Dinner   |                             |
| 7:00 - 8:00   | Invisible Inks with Special Reference to Detection | Mr. McGee or Stanley        |
| 8:00 - 9:00   | Codes and Ciphers                                  | Mr. Napier                  |

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ENCLOSURE

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THURSDAY - FEBRUARY 11, 1943

|               |  |                      |
|---------------|--|----------------------|
| 9:00 - 10:00  | Codes and Ciphers  | Mr. Napier           |
| 10:00 - 11:00 | Photographic Means of Hiding Writing   | Mr. Dunlop           |
| 11:00 - 12:00 | Document Examination - Espionage File; Double Meanings; Dot Messages and other Secret Communication Messages | Mr. Appel or McVay   |
| 12:00 - 1:00  | Lunch  |                      |
| 1:00 - 6:00   | Document Examination - Espionage File; Double Meanings; Dot Messages and other Secret Communication Messages | Mr. Appel or McVay   |
| 6:00 - 7:00   | Dinner   |                      |
| 7:00 - 9:00   | Practical Review and Panel Forum on Laboratory Subjects  | Mr. Coffey or Martin |

FRIDAY - FEBRUARY 12, 1943

|              |                                     |            |
|--------------|-------------------------------------|------------|
| 9:00 - 12:00 | Confidential Work in the Laboratory | Miss Jones |
| 12:00 - 1:00 | Lunch                               |            |
| 1:00 - 6:00  | Confidential Work in the Laboratory | Miss Jones |
| 6:00 - 7:00  | Dinner                              |            |
| 7:00 - 9:00  | Confidential Work in the Laboratory | Miss Jones |

SATURDAY - FEBRUARY 13, 1943

|                    |   |                       |
|--------------------|---|-----------------------|
| 9:00 - 10:00       | Interpreting Cable Messages, Cable and Postal Symbols         | Mr. Powell            |
| 10:00 - 12:00      | Practical Work in the Review of Cable Censorship Submissions  | Mr. Powell or Wood    |
| 12:00 - 1:00       | Lunch   |                       |
| 1:00 - 3:00        | Practical Work in the Review of Postal Censorship Submissions | Mr. Powell or Douglas |
| 3:00 - <u>4:30</u> | Duties of Censorship Liaison Officers                         | Mr. Hince or Gatins   |

~~CONFIDENTIAL~~



Memorandum for the Director

- 2 -

In this regard it is not deemed necessary that a school for this training be conducted, but that these men remain in Washington for one week's training which will be supervised by Mr. Kimball and will be conducted along the lines afforded to Special Agent Charles Spann, namely that the five Agents will be educated in the background of censorship work and given practical experience in liaison work between the Bureau and the National Office of Censorship in Washington, D. C. They will also be afforded experience in routing, censorship submission slips and cable intercepts, and will be instructed in the proper procedure and Bureau policy along censorship liaison lines.

Respectfully,

  
D. M. Ladd



WJP:JR

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

December 5, 1942

CC-287

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MEMORANDUM FOR THE DIRECTOR

Re: Censorship Liaison

Due to the rapid growth of the Censorship Unit in the Espionage Section, made necessary by the ever increasing volume of postal submission slips and cable intercepts being forwarded from the Office of Censorship, it now is evident that the local censorship stations have an abundance of communications passing through their hands which are of great value to this Bureau.

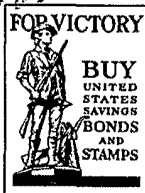
This was indicated also in a recent telephone call on November 20, 1942, from SAC Guerin to Mr. Harry Kimball at the Bureau, at which time SAC Guerin referred to the increasing work of the censorship liaison in his division with the local office of censorship, and requested that a full time liaison Agent be assigned to New Orleans. SAC Guerin pointed out that he did not have the personnel available to assign one man to full time liaison, and was accordingly making a request for such assignment.

Intercepts received at the Bureau from the Office of Censorship have been extremely valuable to the investigations conducted by the Bureau, and it is felt close liaison in the field with local censorship stations should be continued and expanded. This is necessary so that matters of an emergency nature as well as purely local matters can be handled expeditiously in the field.

At the present time Special Agents are being carried as full time liaison men with the local censorship stations at San Antonio, San Francisco, New York, Chicago, Los Angeles, Miami and El Paso. The Agents assigned to this liaison work, with the exception of Special Agent Charles Spann in El Paso, were brought into the Bureau July 20, 1942, and attended a two weeks censorship liaison school. The selection of these men was left entirely to the discretion of the respective Special Agent in Charge in each field division. Special Agent Spann was not afforded training in the liaison school, but was brought into the Censorship Unit after the termination of the school, and trained in censorship work by the supervisors in the Censorship Unit.

I ENCL. 10

It is now believed that in order to afford the Bureau proper contact with local censorship stations, five additional Agents should be designated to report to Mr. Kimball at the Bureau as soon as possible so that they may be properly trained in censorship work.



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JOHN EDGAR HOOVER  
DIRECTOR



WRG: lrd

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

February 28, 1943

CC-287

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

MEMORANDUM FOR THE DIRECTOR

RE: ACCIDENT INVOLVING BUREAU AUTOMOBILE  
Chevrolet Sedan, Motor #645312  
Date - January 13, 1943  
Damage to Bureau car - \$274.93 - Approximate  
SA Albert W. Hennig - Phoenix

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hinde, Clegg, Piper and Glavin considered the above-mentioned accident involving Special Agent Albert W. Hennig.

For the Director's information, Special Agent Hennig, assigned to the Phoenix Office, advised that at about 5:35 P.M. on January 13, 1943, he was proceeding from Sonoita to Tucson, Arizona, at a speed of about 30 to 35 miles per hour, the car skidded and overturned.

Agent Hennig states that the weather was clear and the light good, that the roadway was a gravel road in fairly good condition and the place where the accident occurred is a left curve on the crest of a hill, which curve is the beginning of a reverse or "S" curve. Agent Hennig advised that when he reached the crest of the hill where the left curve begins he released the accelerator and after rounding the curve he again depressed the accelerator, that just about this time the back end of the car began to skid towards the right side of the road, that he tried to break the skid by turning the wheels to the right, but he may have straightened them too soon since he had noticed that the right hand ditch continued downwards into a gully and he thought perhaps the front wheel would get caught in the ditch. He stated the result was that the skid was not entirely broken and the front of the car swerved to the left and the left front wheel became caught in the left ditch and the car overturned, landing on its top.

Agent Hennig further advised he does not think he was driving negligently. He was fully aware of the type of road on which he was travelling, had already covered about 15 miles of a fairly and winding road and was keeping his speed commensurate with the contour of the highway. Agent Hennig states that the speed



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MEMORANDUM FOR THE DIRECTOR

- 2 -

at which he was travelling could not be exactly given, however, he believed it was under 35 miles an hour and never 30 miles per hour, since his average speed previous to the accident was between 25 and 35 miles per hour.

The damage to the Bureau car was approximately \$271.95.

Special Agent in Charge Duffey states that he feels Agent Hennig was using due care in the operation of the Bureau automobile and in his, Duffey's, opinion, the accident was caused by precarious road conditions and Duffey does not feel that the Agent should be held responsible for the accident to the Bureau-owned car.

The attached photographs are furnished for the further information of the Director.

Photograph labelled "A" shows a close-up of the crest of the hill proceeding the spot where the car overturned. Attention is invited to the fact that the road appears to be a wide, fairly good-conditioned road and there is no big hill that can be noted.

Photograph labelled "B" shows a long shot of the so-called crest of the hill. It appears to be just a small rise.

Photograph labelled "C" shows the condition of the road and wherein Agent Hennig has encircled in green the spot where the car went off of the road.

Photograph labelled "D" shows Agent Hennig, the Agent involved in this accident, pointing to the spot where the car turned over.

Photograph "E" shows Agent Hennig, the Agent involved in this accident again pointing to the spot where the car overturned.

Photograph "F" shows another view of the highway, the spot marked "X" showing where the car overturned.

Photograph "G" shows the damaged car.

The Conference is of the very definite opinion that Special Agent Hennig is at fault in this accident. From a review of the photographs furnished to the Bureau, the road does not appear to be at all tricky or dangerous. It is a winding road with an "S" curve and it is the opinion of the Conference that the Agent probably was exceeding a reasonable speed, came to the "S" curve in the road, swung over to follow the road and in swinging over, lost balance in so far as the car was concerned and it overturned. The car itself, as can be seen by photograph "G" attached, was pretty badly damaged and the Agent must have been going at a considerable rate of speed to have turned over and caused such damage.

MEMORANDUM FOR THE DIRECTOR

- 3 -

Should the Director approve the Conference's recommendation that this Agent is responsible for the accident, appropriate notification will go forward to this Special Agent and his Special Agent in Charge.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachments

let to Soc  
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LAH:EEH

February 25, 1943

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BY \_\_\_\_\_

THE DIRECTOR

RE: FILING OF EXPENSE VOUCHERS IN THE FIELD

6  
The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The Chief Clerks' Conference recommended that expense vouchers not be filed in Agents' administrative files but rather that they be collected each month by the Chief Clerk, placed in alphabetical sequence and filed in groups by months. They recommended that they be destroyed after three years as are some of the vouchers.

The Conference of SACs and Inspectors considered this and Messrs. McKee, Hince and Acers agreed that this would be an improvement over the present system. Mr. Conroy also agreed but favored having them dropped loosely into a file folder and the file folders separated by months.

Messrs. Gurnea, Harbo, McKee, Acers, Carlson and Conroy thought that an alternative and better solution would be to retain the present system of filing the expense vouchers in the Agents' administrative files but the files are to be arranged differently. They recommended that all matters now placed in Agents' administrative files be placed loosely in the folder for Mr. Tolson Agent and at the end of each month they be stapled together and at the end of twelve months the group for the first month be destroyed so that there will never be more than one year's administrative filing in the employees' Field Office files.

Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ The Executive Conference was unanimously in favor of the recommendation that items now placed in Agents' administrative files in the Field should be placed loosely in the folder of each individual employee, stapled together once each month and with a provision that each month a group be destroyed when it becomes 12 months old.

Mr. Harbo \_\_\_\_\_ Those present were Messrs. Tolson, Glavin, Tamm, Carlson, Gurnea, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Mr. Mumford \_\_\_\_\_ If approved, the following phraseology will be placed in the Manual of Rules and Regulations and the Chief Clerk's Manual.  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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"papers placed in employees' administrative files should be filed loosely in the individual folders. All items should be stapled together monthly into groups representing items received during the current month. As soon as any monthly group becomes twelve months' old, it should be destroyed."

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

CC - Mr. Glavin



Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
\_\_\_\_\_

WRG:lrd

February 29, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Carson, Coffey, Mumford, Nichols, Hendon, Hince and Glavin considered an amended procedure contained in a suggestion as submitted by Chief Clerk Robert H. Laughlin of the Bureau regarding Mechanical Section requests.

For the Director's information, at the present time when any section of the Bureau desires material processed by the Mechanical Section, the interested division sends such material, attached to an appropriate form in duplicate, to the Mechanical Section. After the Mechanical Section has performed the work the duplicate copy, a number of which are attached hereto, is returned to the interested division with the finished material. The routine heretofore has been for the employee receiving the completed material to initial this duplicate form to be placed in the file. There are thousands upon thousands of these duplicate forms in the Files Section at the present time. The original form is also in the Files Section and, of course, represents a record of the work performed by the Mechanical Section. Mr. Laughlin recommends that the duplicate copies be destroyed since they serve no useful purpose. When the finished material is received by the person who made the original request, he, of course, determines that he has received what was requested and it, therefore, appears that the duplicate copy has no value.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Conference recommends further that the original copy be returned to the interested division when the work is completed and returned to the Mechanical Section where the original will be held for a period of 90 days, after which time it will be destroyed. This will result in a savings of considerable work and files space in the Bureau.

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Respectfully submitted,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

W. E. Glavin  
Secretary

53 Attachments

Memorandum for the Director  
Page Two

| <u>Present Laboratory Costs for Same<br/>Volume of Work to be Conducted from Above</u> | <u>Installation<br/>Cost</u> | <u>Operational<br/>Cost per Year</u> |
|--|------------------------------|--------------------------------------|
|  |                              | \$65,850                             |
| Personnel Salaries   | \$46,500                     |                                      |
| Equipment (which could be transferred<br>to West Coast Laboratory)                     | 1,200                        |                                      |
| Furniture (vacated and made available<br>by move)                                      | 1,900                        |                                      |
| Utilities  | <u>600</u>                   |                                      |
| Total Reductions   | \$50,200                     | - 50,200                             |
| Difference   |                              | \$15,650                             |

The Laboratory spends annually approximately \$14,000 in travel for testimony, training, and special investigations, and it is estimated that \$5,400 of this would be saved.

- 5,400  
\$10,250

A saving in the same proportion should be effected in the shipment of evidence to and from the laboratories. Present approximation, \$3,600. Saving

- 1,350

**NIT TOTAL COST FOR FIRST YEAR OF WEST  
COAST LABORATORY**

\$8,900

Such a transfer of personnel and equipment, in Mr. Coffey's opinion, would permit the handling out there of about 85% of the cases that would be submitted to the West Coast Laboratory, leaving about 15% which, because they require very special equipment or highly specialized personnel or central reference files which could not be duplicated, would have to be referred by the branch laboratory into Washington for examination. This plan for setting up such a laboratory on a "loan basis" is proposed in order that the Bureau could in this manner definitely determine over a period of six months or a year the needs and desirability of a permanent laboratory set-up out there. If it were decided that such was not worthwhile, it could be easily abandoned at any time without cost other than the installation charges and the traveling costs of the personnel. If, during the six to twelve month trial period, the service rendered came up to expectation, the Bureau could at any time begin the permanent installation of a laboratory. The personnel and equipment could be spared from Washington for the first six months for the reason that at the outset, it would be expected that the work which would be done on the West Coast would be work which otherwise would have come into Washington and, therefore, less personnel at Washington would be needed.

Memorandum for the Director  
Page Three

The advantages and disadvantages of such a plan were discussed and are set forth as follows:

ADVANTAGES

1. The increased importance of Laboratory examinations in war effort cases, especially espionage and sabotage, requires fast service and sometimes close contact between the field investigators and the Laboratory technicians. There have been investigations on the West Coast in which the field, because of lack of time, was not able to send the evidence into Washington and had to utilize local laboratory services. This occurred most recently on January 11, 1943, when the San Francisco office required the analysis of oil from a ship motor which had to be made locally because the ship was expected to leave port shortly.
2. The West Coast area has developed tremendously in the war effort and war manufacturing, and war activity is very extensive there at the present time. This expansion and development of the West Coast area has been dramatic and accompanied by great publicity and interest. The participation therein by the Bureau in establishing a Laboratory in the area to give immediate service could stem to be consistent to the newly developed needs in the area and to make for favorable comment toward the Bureau's streamlining in the war effort.
3. During the fiscal year of 1942, 23% of all Laboratory examinations made at Washington originated in the seventeen most Western states of the country. It has been the Laboratory's experience that the use of the Laboratory by police has increased according to their nearness to the Laboratory.
4. Uniform Crime Reports generally reflect a higher crime index in robbery, burglary, and auto theft along the West Coast than in the other parts of the country. The greater crime rate is suggestive of a greater need for scientific report services.
5. Nearness to the place of trials will save travel time and costs for Laboratory technicians.
6. A Laboratory so located would provide an increased service to a very large number of highly organized and highly modernized police departments along the West Coast. Such improved service will undoubtedly result in very favorable response and support for the Bureau generally from the police.
7. Being closer to the scene of crime will result in obtaining better and fresher specimens for Laboratory examinations.
8. From time to time Laboratory experts are called to assist the investigating Special Agents at the scene of more important crimes. When

Memorandum for the Director  
Page Four

these are in the West Coast area, the nearness of the Laboratory and its technicians will be an advantage.

9. Such an FBI Laboratory in the area would tend to eliminate some of the presently existing "private" experts of which there is a particularly large number on the West Coast including, among others, Luke Hay, Carl Hemrich, and Clark Sellers, who are presently very active there and frequently obtain large fees from police and prosecutors for their services. An FBI Laboratory would also make unnecessary the establishment of many municipal, county, or state laboratories and thus reduce the general governmental costs to the local citizens for such establishments.

10. Laboratory experts are called on from time to time to participate in police conferences and police training programs, and the nearness of such experts would result in an increased service on a more economic basis.

11. Location of a Laboratory in the area would permit better and closer supervision of Laboratory activities already on the West Coast, including engineering supervision of the Bureau's radio installations out there and a consolidation of the cryptanalysis staff from the FBI Laboratory which is presently at Portland.

DISADVANTAGES

The disadvantages that were cited included:

1. Supervision of the activity would be remote and, therefore, would require a very high type of administrative official in the Inspector classification.

2. There is a remote danger of developing a little FBI which, because of the remoteness of headquarter supervision, might get out of control.

3. The project would mean duplicating some of the reference files now in the Laboratory at Washington, and, in some instances, certain reference files could not be duplicated, in which case it would be necessary always to relay certain evidence to the Laboratory in Washington for a final examination.

4. Mr. Tolson felt that the cost of establishing such a Laboratory would not be justified in view of the fact that because of air service both personnel and evidence can now be transported across the country in any time less than twenty-four hours.

5. Mr. Hince pointed out that once such a temporary laboratory project was established, it could not be abandoned without resulting in criticism and pressure being brought on the Bureau from local West Coast sources for its retention.

Mr. Coffey indicated that under the "loan basis" plan he would suggest a staff consisting generally of the following:

Memorandum for the Director  
Page Five

Laboratory Chief - D. J. Parsons (also perform firearms and explosives examinations)

- 1 Principal Document Examiner - F. H. Miller
- 2 Assistant and 1 Junior Document Examiners - to be selected
- 1 Chemist having knowledge of both toxicology and secret inks - Stanley
- 1 Junior Chemist - to be selected
- 1 Specialist in firearms identification and sabotage devices - Parsons
- 1 Junior Firearms Examiner - to be selected
- 2 Stenographers (one of whom has been trained in confidential analysis work) - to be selected
- 3 Clerk-Typists - to be selected
- 1 Sound-electric-radio expert
- 4 Cryptanalysts - (now at Portland)

This skeleton staff could be supplemented as needed, and additional equipment procured as needed. This plan would permit definite determination of the final need for a more elaborate laboratory. It is felt that in six months' time the full usefulness could be ascertained. If found unwise after six months, the project could be abandoned with no loss, and the personnel returned to Washington.

It was further explained to the Conference that the branch laboratory at San Francisco would be closely coordinated with and supervised from Washington. It would not be operated under the local Special Agent in Charge. Existing Laboratory manuals of procedure would prevail in the branch laboratory. Laboratory reports would go out over the stamped signature of the Director with a carbon copy to Washington for review. Examinations which would not be technically possible in the branch laboratory would be referred to the Laboratory in Washington. Monthly reports on the amount of work handled in the branch would be sent to Washington and incorporated in the regular monthly report. Likewise, detailed work sheets of the technicians and personnel would be made from Washington and frequent conferences had with the appropriate personnel in the branch laboratory.

The Conference was furnished with a break-down of 6,160 Laboratory cases which originated in the 17 most Western states during the last twelve months. This break-down was illustrative of the number of each kind of examination for which specialists were being recommended to start in the branch laboratory:

| Type of Examiner                  | Number of Cases Past<br>12 Months from Area | Average Cases Per Day |
|-----------------------------------|---|-----------------------|
| Chemistry                         | 611   | 2                     |
| Document                          | 1,599                                       | 5                     |
| Firearms-Explosives-<br>Toolmarks | 423   | 1½                    |
| Cryptanalysis                     | 3,160                                       | 10                    |
| TOTAL                             | 6,093                                       | 18½                   |

-Cases referred to Washington because highly specialized

Memorandum for the Director  
Page Six

Note: The foregoing represents the cases that would be immediately available for examination in the branch, but is not indicative of the total amount of work that would be submitted to the branch as soon as it were opened for the reason that having the laboratory in the area may be expected to immediately increase the number of submissions from the area.

San Francisco was recommended as the site for the branch because it is approximately in the geographic center of the greatest population area of the 17 states to be served, and, further, because incoming transportation facilities to San Francisco from the 17 states to be served are probably as good as any other point.

On March 3 the Director, after reviewing the plan, indicated that if it was approved the setup would be under the Special Agent in Charge at San Francisco for administrative purposes and supervision. He also asked for cost figures, and these are now included on the first and second pages of the memorandum.

The Conference considered the plan first on February 9 and again on March 13.

The majority of the Conference was opposed to setting up the proposed branch laboratory. Those voting against were: Tolson, Rosen, Mumford, Ladd, Hince, Glegg, Hendon, Carson, and Piper.

Those in favor of setting up the branch laboratory were: Glavin, Tracy, G. Tamm, Coffey, and Nichols.

On February 24, Mr. L. A. Tamm indicated his views as follows:

"While I believe that fundamentally the idea of a Laboratory on the West Coast is a sound one, I am opposed to any affirmative action in this regard at the present time due primarily to our lack of properly trained and qualified administrative personnel to handle the operation and direction of a Laboratory. I believe that a West Coast Laboratory would not only be desirable at this time but will become necessary in the future. I think that we should at the present time endeavor to build up a proper staff with particular reference to administrative development in the Laboratory so that we can at a future date open a West Coast Laboratory with a feeling of complete confidence in the ability of the selected administrative staff to properly operate the Laboratory."

Respectfully,  
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary



LBN:JS

February 4, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/94 BY SP5CJ/bce

323013

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Mumford, Hince, Hendon, Coffey, Carson and Nichols considered various types of letters and memoranda with the view of cutting down on the paper work. The Conference unanimously recommends as follows:

(1) As a general policy, memoranda should be prepared on blue unless the subject matter is of such a nature as to be of permanent value in the Bureau's files. The dictator, if he believes that the contents of a memorandum should go to the files, should indicate that it be placed on white. In the event his Unit Chief, Assistant Director, or Assistant to the Director think otherwise, then they should draw a penciled line through the memorandum and it should then be handled as having been prepared purely for informative purposes. The following are illustrations of such type of memoranda:

(a) Recording telephone calls from the Field setting forth that a certain item has appeared in the paper. The Bureau will eventually receive the clippings.

(b) Recording memoranda from the Field pointing out that the Agent has made some inquiry which called for a very routine answer, such as whether an Agent is still in the service, whether it would be satisfactory to remain at a certain point for another day to make a speech, etc.

(c) Recording memoranda prepared by an Assistant Director addressed to his Unit Heads dealing with matters of interest only to his Division.

(d) Recording memoranda advising that a communication is attached to the Department or to some outsider and explaining the reason why the communication is being sent.

(e) Advising that a case has been continued, that an arraignment will be held, that an arrest was made; or of developments in a case which would be furnished the Bureau by teletype report or letter.

Miss Gandy

OK

ORIGINAL FILED IN 66-2554-1117

66-2554-

NOT RECORDED

57 APR 28 1943

(f) Informative memoranda to the Director based upon teletype reporting the developments in a case. The teletypes obviously will go to file and the memoranda are purely for informative purposes.

(g) No memoranda should be written when an SAC calls in asking authorization to proceed along a certain line when the authorization is given by letter or wire. In the event an explanation is necessary to set forth the dictator's reasons then, of course, it should be on blue.

(h) Memoranda prepared by Bureau employees requesting the assignment of property or returning property of any type. The procedure in such cases is for the Chief Clerk's Office to furnish the property and make a notation on an inventory card. When memoranda returns property a further notation is made on the inventory card showing that the property has been returned. In such cases the inventory card maintained in the Chief Clerk's Office shall be presumed to be binding in the event of any controversies.

(2) Letters of a purely administrative nature from the Field which have no permanent value whatsoever shall, after being acted upon, be destroyed. Such letters will be routed in the Files Section; the abstracts will not be detached, nor will they be recorded, nor will a file number be assigned thereto. The following are specific types of letters to be covered by this provision:

(a) Letters from the Field advising that the SAC has accepted an engagement to address a certain group. For your information, a complete set of speaking engagement cards are maintained in the Crime Records Section. They have been maintained over a period of years and it has been found that this is the most economical, efficient and best means of keeping an Agent's speaking engagements. The same procedure is followed in connection with commitments for Bureau films. When such letters are received in the Bureau they will merely be routed to the Crime Records Section; the abstracts will not be detached. After an appropriate entry has been made in the speaking engagement cards abstracting the information contained in the letter, the clerical employee who performs this function will make a notation on the letter. Then it will be routed to the Supervisor who will destroy it. If, in the judgment of the Supervisor, there is something in the letter which is of permanent value to the Bureau then the letter will be sent to the Files Section.

(b) Letters from the Field requisitioning property, such as a manual for a given employee, 12 stapling machines, bullet proof shields, 5 floor fans, 100 boxes of fasteners, etc. These shall be routed by the Files Section to Division Three without detaching the abstracts, serializing or recording the communications. After an order is filled a notation will be made by a clerical employee, in instances where a clerical employee actually handles the matter, and then it shall be referred to the Supervisor who shall destroy the letter after he has made a notation on the incoming that a proper notation has been made on the inventory cards when this is necessary.

(c) Letters from the Field advising that certain Bureau property has been collected and is returned. The procedure here will be to cancel the inventory card. The clerk will make the proper notation on the letter and the letter will then be destroyed.

(d) With reference to acknowledgments to follow-up letters advising that a report has been dictated but not transcribed, that a report will be sent in a few days, or in other instances where it appears the matter is receiving necessary attention, it is believed that such letters have no permanent place in the Bureau's files. Accordingly, the Files Section will adopt the practice of routing without recording acknowledgments to follow-up letters to the appropriate Division or Unit. In the event the Supervisor has no need to call the file, he can use the letter as a tickler until the report comes in. Or, in the event the letter is of such a nature that it is believed it should be on record, the Supervisor can then initial the report and write "file" in the lower righthand corner. This will be considered as an instruction to the Files Section to place the letter in the appropriate file without placing it on record. The Conference unanimously recognizes and recommends that whenever, in the judgment of the Supervisor or Bureau Official, a matter is deemed to be of permanent value to the Files Section that, of course, it will be placed on file. In instances where blue memoranda are prepared by a Supervisor and when his Assistant Director, in reviewing the communication, believes that such a memorandum should be made a matter of permanent record the Assistant Director will then write "file" at the bottom of the page. The Files Section will file the blue memorandum but only if the word "file" is written thereon.

Memorandum for the Director

-4-

The Conference unanimously recommended that the following type of letters be subject to no change and that they be filed:

- (a) Request for wanted notices.
- (b) Cancellation of wanted notices.
- (c) Letters advising the Bureau that certain designated reports have been furnished to United States Attorneys.

If the Conference's recommendations are approved, appropriate instructions will then be issued.

Respectfully,  
For the Conference,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc - Mr. Glavin

LAH:EEH

February 25, 1943

THE DIRECTOR

RE: ABBREVIATION OF ABSTRACT SLIPS

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The Chief Clerks' Conference and the Conference of Special Agents in Charge and Inspectors recommended that abstracts be abbreviated so that the abbreviation SA would stand for Special Agent, SAC for Special Agent in Charge and Field Offices would be indicated by teletype abbreviations such as SF for San Francisco.

The Executive Conference unanimously approved these recommendations and appropriate changes will be made in the Bureau's Manual of Rules and Regulations and Chief Clerk's Manual if the Director approves.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SP5CJ/bce  
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Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

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ORIGINAL FILED IN 66-2593-43

LAH:DEM

February 25, 1943

THE DIRECTOR

RE: FIELD INDEX CARDS

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the Special Conference of Special Agents in Charge.

The Chief Clerks' Conference and the Conference of Special Agents in Charge and Inspectors recommended that the present practice of having separate index cards on individuals be followed.

Both Conferences likewise recommended that the Chief Clerks Manual Section 6E-9 be amended to permit Chief Clerks to add helpful identifying data on index cards of common or frequently recurring names.

The Special Agents in Charge and Inspectors' Conference recommended that Field Office file employees be instructed not to file index cards on unknown subject cases under the letter "U". For example, an index card in the case of Unknown Subject Jane Walsh, Victim, would be filed in the "W" section of the file as Walsh - Jane. No card would be filed under the designation "U" for unknown subject. Also, unknown subject cases involving automobiles, firearms, etc. would have the index card filed alphabetically by the make of the automobile and sub-divided numerically by the motor number or serial number, and firearms by the name and numerically by the number. In other words, these cards are filed by identifying data rather than by the word, "Unknown Subject."

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Piper \_\_\_\_\_

Mr. Quinn \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

The Executive Conference unanimously approved the two suggestions made above. If approved by the Director, appropriate amendments will be made in the Manual of Rules and Regulations and the Chief Clerk's Manual.

Those present were Messrs. Tolson, Glavin, E. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

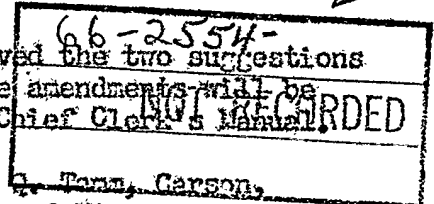
W. R. Glavin,  
Secretary

ALL INFORMATION CONTAINED

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DATE 11-23-90 BY SP3CJ/bce  
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LBN:RC

February 8, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Tolson, Glavin, Quinn Tamm, Tracy, Piper, Ladd, Mumford, Hince, Hendon and Nichols, considered the following types of communications which were presented to the conference by Mr. Nichols with a view of cutting down on material which has to be filed:

(1) Letters from the field to the Bureau pertaining to Agents technical training conferences; firearms training conferences; clerical conferences; new Agents weekly conferences; and Agents quarterly conferences, presently are not being put on record. It was unanimously recommended by the Conference that such letters when received in the Files should be routed to Division Two where the appropriate notations would be made on cards used in following up training activities in the field, after which the communications can be destroyed.

(2) With reference to communications from the field advising of the scheduling of conferences, it was unanimously recommended that such communications should be merely routed to Division Two where they could be reviewed and after the necessary notations are made they could be placed in a folder where they could be kept for a year, in order that a review of the year's programs could be made, after which they could be destroyed. There is no need to place these on record.

(3) Letters are sent from the field from time to time to the Bureau transmitting, for example, a page out of Time Magazine or an editorial. It is pointed out that such communications are not necessary unless there is some necessity of explaining the background of the editorial as it pertains to that particular office. Ordinarily notations can be made on the editorial or news item as it is clipped and mounted. It was unanimously recommended that the field be instructed not to send such communications to the Bureau but merely route in the clipping.

(4) The field is presently required to advise the Bureau of changes in law enforcement officials in order that the Bureau mailing list might be kept up to date. This information

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 11/23/90 BY SP5C/KCC  
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NOT RECORDED

ORIGINAL FILED IN 66-2554-1117



is of value to the Crime Records Section, Identification Division, Mr. Harbo, and the Mechanical Section, wherein notations are made on the mailing list. The Executive Conference unanimously recommended that such communications not be recorded or serialized; that upon receipt, the communication be routed to: McGuire; Identification Division; Harbo; Mechanical Section; McGuire. It will be Mr. McGuire's responsibility to see that appropriate action is taken on the Communication when it is returned to him after which it can be destroyed.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

CC- Mr. Glavin

JKM:mm

February 13, 1943

THE DIRECTOR

①

The Executive Conference on February 12, 1943, attended by Messrs. Tolson, Ladd, Glavin, Tracy, Coffey, Nichols, Rosen, Quinn Tamm, Hendon, Hince, Carson, Piper, and Mumford considered a suggestion that reconsideration be given to the utilization of the services of rationing boards throughout the country in checking on violations of the various provisions of the Selective Training and Service Act. This suggestion was previously disapproved on October 17, 1942, but was represented on the basis that there had been a tremendous increase in the number of cases and that there would probably be a greater increase because of the new regulations which went into effect February 1, 1943, requiring the carrying of the card showing the classification, et cetera.

The Conference was again unanimously opposed to the suggestion on the basis that it would have the same objectionable features as would mass raids, with the additional fact that the majority of contacts with ration boards are made by women and they could, of course, not be required to present the Selective Service cards of the men in their families.

Since it appears that the State and Local Selective Training and Service Boards are directly requesting the rationing boards to request all applicants to display their Selective Service cards, the Conference considered what attitude should be taken in that matter. The Conference was unanimous in its opinion that the Bureau should take no public cognizance of this action so that no criticism can be directed at the Bureau as a result of the embarrassment which may be caused innocent, substantial citizens. Any violations which

develop through such methods will, of course, be referred to the Bureau through the Police, Selective Service Boards, or the U. S. Attorneys, and the Bureau shall not lose its exclusive jurisdiction in any event.

Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_ In the event you approve the action of the Conference, the present  
Mr. Ladd \_\_\_\_\_ procedures will be continued without change. ✓

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_ ALL INFORMATION CONTAINED

Mr. Carson \_\_\_\_\_ HEREIN IS DECLASSIFIED.

Mr. Hendon \_\_\_\_\_ DATE 11/23/90 BY SP8C/ke

Mr. McGuire \_\_\_\_\_ #323,013

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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February 28, 1943

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SP5C/1/60  
#323813

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Piper, Coffey, Carson, Nichols, Hendon, Hince, Rosen, Ladd, Mumford, Clegg and Glavin considered the problem of furnishing electric time stamps to the various sub-divisions in the Bureau at the Seat of Government.

Mr. Glavin brought up this particular matter at the Conference, pointing out the extreme difficulty in securing such equipment at the present time and pointing out that these time stamps cost approximately \$100.00 each. He further pointed out that a number of orders have been received in the recent past for such machines, such machines being requested by the Laboratory and in this particular instance, an additional machine being requested for the Liaison Section of the Security Division.

Mr. Glavin pointed out that he felt that such equipment is not needed today. It is felt that the central distribution office of each division should have such a stamping device and that if each piece of mail is stamped in in the division there doesn't appear to be any necessity for continuing the stamping in various sub-divisions merely for more or less protection purposes. It is felt that if necessary, a plain rubber insert stamp could be secured for much less money which would show the date and whether A.M. or P.M.

Mr. Tolson \_\_\_\_\_ Messrs. Clegg, Hince, and Mumford recommend that the regular electric time stamps be secured, particularly in this instance, for the Liaison Section of the Security Division.

Mr. Glavin \_\_\_\_\_ The remainder of the Conference recommends against the securing of additional electric time stamps for any of the Sections within a Division which already has an electric time stamping device for the recording of mail in the division proper.

Mr. Tracy \_\_\_\_\_ Should the Director approve the majority recommendation in this particular matter, appropriate instructions will be immediately issued.

Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_  
66 MAR 25 1943  
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66-2554  
NOT RECORDED

Respectfully submitted,

Glyde Tolson W. R. Glavin  
Chairman Secretary

ORIGINAL FILED IN 66-3645-1072

WRG:1rd

February 28, 1943

~~CONFIDENTIAL~~

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Piper, Quinn Tamm, Carson, Coffey, Hinee, Hendon, Clegg, Nichols, Ladd, Mumford, Rosen, and Glavin considered a suggestion made by Mr. Coffey that the Bureau purchase from [Mr. Dwyer, British Security Officer,] a minor camera at a cost of approximately \$125.00. The price list of this camera is \$175.00 if it could be purchased on the open market. Such cameras are not available on the open market at the present time.

Mr. Carson has informed that there is an immediate need for minor cameras for use on S.I.S. work. Five such cameras are being used by men on S.I.S. assignments at the present time and are of considerable assistance in photographing documents, suspects arriving and departing from airports as well as other instances where it is desired to obtain photographs without the subject's or subjects' knowing that photographs are being taken.

The Conference was advised that Mr. Renneberger had examined the camera and found it to be in good condition and recommended its purchase.

The Conference, therefore, recommends that the camera question be purchased. Should the Director approve, steps be taken to purchase it.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hince, Clegg, Piper and Glavin considered a suggestion submitted by Mr. R. H. Laughlin, Chief Clerk of the Bureau, concerning the discontinuance of filing copies of salary and war bond transmission letters in the Files Section.

The Conference was advised that under the present system, letters are prepared in the Payroll Office of the Bureau, reflecting the names of the individuals involved for whom checks or war bonds are being sent to the field and that yellow copies of these letters are sent to the files for filing. There are attached hereto a number of such letters which have accumulated in a short period of time, necessitating considerable filing by the Files Section.

It is the contention of the Chief Clerk's Office that these copies of communications serve no useful purpose in the Files and it is recommended that an original and one copy of such communications be prepared, that both the original and copy go forward to the field with the checks or war bonds in question and that the copy, preferably a white rather than a yellow copy, have a place thereon which will permit the field to acknowledge receipt of the checks and that this copy be returned to the Bureau for inclusion in the Payroll Office files. After the copy is returned, it can be utilized as a tickler copy for the Payroll Section rather than making it necessary that another copy of the letter be prepared for tickler purposes. This will eliminate considerable filing in the Files Section.

Mr. Tolson \_\_\_\_\_ The Conference is of the unanimous opinion that this suggestion should be adopted since considerable savings will result in the Files Section.

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_ Should the Director approve, appropriate steps will be taken to put this suggestion into effect.

Mr. Carson \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

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DATE 11/23/90 BY SP5C/KC

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Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

ORIGINAL FILED IN 61-3775-10501

WRG:1rd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hince, Clegg, Piper and Glavin considered a suggestion submitted by Special Agent in Charge Pieper of the San Francisco Office that Section 6A (13) in the Manual of Rules and Regulations be discontinued.

For the Director's information, this paragraph states that "On September 15, February 15 and May 15 of each year, the Bureau shall be furnished by each Special Agent in Charge with a list of all Special Agents who are assigned exclusively to a particular type of case."

Mr. Pieper points out in his communication to the Bureau concerning this suggestion that in offices the size of the San Francisco Office, almost every Special Agent is assigned exclusively to a particular type of case and the information requested in Section 6A, (13) of the Manual of Rules and Regulations serves no useful purpose.

After discussing this matter with Messrs. Ladd and Rosen, for whom this information has been secured in the past, the Conference recommends the discontinuance of requesting this information since it serves no useful purpose at this

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Subject to the Director's approval, there are attached hereto a memorandum for Mr. Clegg on the manual change, a bulletin to the field and a letter of thanks to SAC Pieper for his suggestion.

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DATE 11/23/98 BY SP5CJ/bce  
# 323013

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson W. R. Glavin  
Chairman Secretary

NOT RECORDED

ORIGINAL FILED IN 66-2271-43

LAH:EEH

February 25, 1943

THE DIRECTOR

RE: INDICATING ENCLOSURES ON FIRST PAGE  
OF INVESTIGATIVE REPORT

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The Chief Clerks' Conference recommended that the abbreviation "ENCL" should be placed after the designation of copies on the first page of an investigative report whenever there is an enclosure being transmitted with a copy of the report. This abbreviation would be placed directly after the designated copies as, "2-Boston (ENCL)". The SAC and Inspectors' Conference agreed that this would be an improvement and would be of assistance in preventing the failure to transmit enclosures and failures to detect the loss or misplacing of enclosures.

It was also suggested that the Field have its attention called to the desirability of stapling enclosures to a copy of the report when transmitted when possible and desirable.

The Executive Conference unanimously approved this suggestion. If approved by the Director, appropriate changes will be made in the Manual of Rules and Regulations and in the Chief Clerk's Manual.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Mr. E. A. Tamm, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

NOT RECORDED

58 APR 14 1943

ORIGINAL FILED IN 66-2435-96



LAH:CEM

February 25, 1943

THE DIRECTOR

RE: IDENTIFYING SECOND AND SUBSEQUENT  
PAGES OF INVESTIGATIVE REPORT

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the Special Conference of Special Agents in Charge.

The Chief Clerks' Conference and the Conference of Special Agents in Charge and Inspectors recommend that the second and subsequent pages of investigative reports bear the abbreviated name of the reporting Field Office and the file number at the top of the page.

The Executive Conference agreed with the Chief Clerks' Conference and the SACs Conference that the abbreviated name of the reporting Field Office and file number of that office should appear at the top of the second and subsequent pages of reports. The number always appears on the first page. It was pointed out to the Conference that about 75% of the reports presently received show the file number at the top of the page. There is need of uniformity because there is a number of loose reports in Field Offices and considerable time is wasted in attempting to identify these reports.

If approved by the Director, appropriate changes will be made in the Manual of Rules and Regulations and in the Chief Clerk's Manual.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SPSC/bce

11-2 323013

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. E. Glavin,  
Secretary

66-2554-

NOT RECORDED

INITIALS ON ORIGINAL - 18

HAG:MM

February 25, 1943

THE DIRECTOR

The Executive Conference considered the problem of field offices opening at 8:30 or at 9:00 A.M. for the official day's work.

The opening time was changed from 9:00 to 8:30 A.M. because of the provision some months ago which permitted the field employees to complete their required number of hours of work in time to depart on Saturday afternoon at 1:30. Since the requirement is now for a 48-hour week, some of the members of the Executive Conference recommended that the office hours in the field begin at 9:00 A.M. Those favoring this change were Messrs. Tolson, Hince, Hendon, Nichols, Carson, and Clegg.

Those opposed because the staggered hours in most headquarters cities for industrial and government agencies would permit the employees to begin work profitably at 8:30 A.M. were Messrs. Rosen, Mumford, Coffey, Piper, Quinn Tamm, Tracy, Glavin, and E. A. Tamm.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

RECEIVED READING ROOM

66-2534-✓  
NOT RECORDED

MAR 15 1943

LAT:DEM

February 25, 1943

THE DIRECTOR

RE: PLACING FIELD OFFICE FILE NUMBERS  
ON OUTGOING CORRESPONDENCE

<sup>0</sup>  
The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The suggestion was made that Field Offices show on communications addressed to outside individuals or agencies the Field Office file number. It was recommended that the Field Office letter-head show in the upper left hand corner the following phraseology: "In reply, please refer to file number \_\_\_\_." The Chief Clerks' Conference approved this.

The Special Agents in Charge and Inspectors' Conference also approved the suggestion with the additional recommendation that the procedure apply to communications not only by Field Offices to outside individuals or agencies but to communications between Field Offices and communications between the Bureau and Field Offices in both directions.

The Conference agreed that the practice should be made permissive rather than mandatory but when additional stationery is printed that the phraseology be printed on the stationery.

The Executive Conference agreed unanimously with the recommendations above. If approved by the Director, the Field will be informed.

Mr. Tolson \_\_\_\_\_ Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey,  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.  
Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols ALL INFORMATION CONTAINED

Mr. Rosen HEREIN IS UNCLASSIFIED

Mr. Tracy DATE 11/23/98 BY SP5CJ/bce

Mr. Carson \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Piper cc - Mr. Glavin

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

66-2554-1138

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ORIGINAL FILED IN 66-2554-1138

February 24, 1943

NHM:JGM

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/98 BY SP5C/16ce

4323013

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Q. Tamm, Ladd, Mumford, Nichols, Hince, and Hendon considered the case of Captain Fred Phelps Littlepage, San Antonio, Texas Police Department, an applicant to attend the FBI National Police Academy.

On November 7, 1942 the San Antonio Police Department filed an application to send Captain Littlepage to the National Police Academy. On December 16, 1942 Congressman Paul J. Kilday of Texas called on the telephone and spoke to Mr. Nichols, inquiring about the possibility of having Littlepage attend an early session of the Academy. Congressman Kilday was formerly Prosecuting Attorney at San Antonio and is a booster for Littlepage. An investigation was conducted which was favorable, except for the following.

1. On March 4, 1932 Littlepage was indicted in District Court, Bexar County, Texas for bribery. He was specifically accused of accepting a bribe of twenty dollars from a madam of a house of prostitution. This indictment was dismissed May 11, 1932 for lack of sufficient evidence to convict. Chief of Police Aubrey Hopkins of San Antonio believes the indictment was unfounded. Captain Walter Tynan who was District Attorney at the time of Littlepage's indictment advises that he is personally of the opinion that the applicant was guilty. Mr. Temple Calhoun, prominent attorney in San Antonio, is of the opinion applicant was guilty of accepting bribe. It was pointed out that Mr. Calhoun has announced his candidacy for Commissioner of Fire and Police in San Antonio to oppose the present Commissioner, Mr. P. L. Anderson. Mr. Delos Finch who was Assistant District Attorney at the time Littlepage was indicted states that he believes it was a vicious frame-up. Frank C. Vogler, Head of the Taxi Division, City of San Antonio, who was indicted for bribery at the same time as Littlepage and who was tried and acquitted on this charge,

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ORIGINAL FILED IN 66-2554-1

states that the indictment of applicant was a vicious frame-up.

2. On June 5, 1938 applicant killed one John T. Reese. Reese was in custody at the time and was being driven to Police Headquarters charged with the attempted rape of an eight year old girl. The shooting took place in front of Detective Headquarters. Applicant was in the back seat of a police car with Reese who was handcuffed at the time. It is alleged that when applicant reached over Reese to open the door of the car, Reese reached for Littlepage's gun and in the ensuing scuffle Reese was killed. The grand jury inquiry was held and the applicant was exonerated.

3. On May 31, 1934 applicant killed Herbert Mooney, an escapee from the Oklahoma State Penitentiary. Applicant was in a patrol car and after giving chase to Mooney apparently shot him when he failed to surrender. Mooney was reported to have made a lunge at Littlepage prior to the shooting. No charge was placed against the applicant.

4. Chief of Police Aubrey Hopkins, when interviewed, stated that he did not think it proper for applicant to approach his Congressman as he did and put pressure on his application. This was done without the knowledge or consent of Chief Hopkins.

In view of the above information applicant was not invited to the January session of the Academy. The San Antonio Division has subsequently advised that Chief of Police Hopkins definitely desires that Littlepage attend the NPA and stated that in the event he does not, it will greatly interfere with the training program of the San Antonio Police Department. At the present time there is no NPA graduate in that department. He states that Littlepage is the best qualified man that he has and that recently he promoted him to Captain and placed him in charge of the training division. It appears now that what Chief Hopkins was trying to convey at the time he was first interviewed was that he was afraid of possible criticism of the San Antonio Division in having an applicant for the Academy use political pressure to get in.

Mr. Tolson \_\_\_\_\_  
 Mr. E. A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
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 Mr. Carson \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
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 Mr. McGuire \_\_\_\_\_  
 Mr. Mumford \_\_\_\_\_  
 Mr. Piper \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

Special Agents James C. White, Charles R. Davis, and Ralph H. Winton have known and worked with Littlepage for years, and all advise that Littlepage is a good officer who has always cooperated with the Bureau. They state that it is the common belief among law enforcement officers in San Antonio that Littlepage was not guilty of bribery. Agents Davis and White have advised that Tynan who was District Attorney at the time Littlepage was indicted for bribery was a bitter political foe of the city administration at the time. They state that Tynan was a publicity seeker and a politician and did not have too good a reputation while District Attorney. These agents of the San Antonio office are of the opinion that Littlepage would make a good representative of the Bureau as a NPA graduate.

Mr. Acers' views on this matter are as follows:

"During the eighteen months of my assignment to the San Antonio Field Division as SAC, Littlepage at all times was cooperative with the Bureau, although in the very early weeks his attitude was not entirely desirable. He changed this very shortly and became active in his remarks for the Bureau and it was definitely my impression and the impression of the older Agents in the San Antonio Field Office that he was "For us." He is not the perfect representative to send to the NPA. He has several short-comings. First, his temper rises at times beyond the norm. His education is not as broad as could be desired. However, in the opinion of the present Chief of Police Aubrey Hopkins and the present Commissioner of Police P. L. Anderson, Littlepage is the best man the San Antonio Police Department has to offer and having reviewed the personnel files of all of the men who, by any stretch of the imagination, would be considered, I am inclined to agree with them.

"Charges have been made against Littlepage concerning his killing of two people. No charges were preferred and it would appear that he has been exonerated in the minds of his fellow officers and the citizens of Bexar County. The applicant was indicted for unlawfully accepting a bribe but this indictment was dismissed by the prosecuting attorney and the parties involved in the entire affair were, according to the best evidence, political pawns. The best evidence in favor of Littlepage concerning the bribery charge appears to be the fact that he has very little of the material things of life and lives within his means. Whereas, the person with whom or for whom he was working at the time he is alleged to have taken the bribe has always worn flashy clothes, large diamonds and apparently had plenty of money.

"Regarding Chief Hopkins' attitude, he expressed to me his feeling that Congressman Kilday should not have been approached by the applicant nor by anyone on his behalf because he, Chief Hopkins, feared that it would reflect against the San Antonio Office of the FBI and that it might be said, "Littlepage used political pressure to get into the National Police Academy of the FBI." In the same conversation Chief Hopkins stated that he regretted this action but that Littlepage is still the best man for the job and he hoped he received the appointment.

Mr. Tolson \_\_\_\_\_  
 Mr. E.A. Tamm \_\_\_\_\_  
 Mr. Clegg \_\_\_\_\_  
 Mr. Coffey \_\_\_\_\_  
 Mr. Glavin \_\_\_\_\_  
 Mr. Ladd \_\_\_\_\_  
 Mr. Nichols \_\_\_\_\_  
 Mr. Rosen \_\_\_\_\_  
 Mr. Tracy \_\_\_\_\_  
 Mr. Carson \_\_\_\_\_  
 Mr. Harbo \_\_\_\_\_  
 Mr. Hendon \_\_\_\_\_  
 Mr. McGuire \_\_\_\_\_  
 Mr. Mumford \_\_\_\_\_  
 Mr. Piper \_\_\_\_\_  
 Mr. Quinn Tamm \_\_\_\_\_  
 Mr. Nease \_\_\_\_\_  
 Miss Gandy \_\_\_\_\_

"The San Antonio Office has already had outstanding difficulty over refusing to accept in the Academy or to extend an invitation to Captain Aubrey Davenport and it took some little time after my arrival to straighten him out on this matter. It was all due to a political upheaval at the time his application was on file and politics acted against him.

"At the present time, the San Antonio Police Department has five detectives working for the Bureau. It has denied no requests for men, equipment or assistance. It appears highly desirable to extend an invitation NPA applicant Littlepage."

RECOMMENDATION:

All members of the Conference present, with the exception of Mr. Hendon, recommended that Littlepage be considered for the next session of the Academy. Mr. Hendon was opposed on the grounds that it had not been shown clearly that Littlepage was not guilty of bribery.

ACTION TO BE TAKEN:

If this is approved, Littlepage will be placed at the top of the alternate list to be given consideration upon the next vacancy which occurs for the April session of the Academy.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

cc-Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_





EFG:EGK:GWH

Federal Bureau of Investigation  
United States Department of Justice

Washington, D. C.

February 22, 1943

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HEREIN IS UNCLASSIFIED

DATE 11/22/72 BY SP-5 JAC/602

66-2554-12

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Conference, on February 9, 1943, considered the desirability of establishing a branch of the Technical Laboratory on the West Coast. Those present were Messrs. Tolson, Rosen, Mumford, Ladd, Hince, Clegg, Hendon, Carson, Piper, Glavin, Tracy, Q. Tamm, Coffey, and Nichols.

Mr. Coffey suggested a plan for setting up a Laboratory at a point on the West Coast, preferably San Francisco, on a "loan basis." Sufficient equipment and personnel would be moved from the Washington Laboratory to the San Francisco laboratory to do the work out there. About 1800 square feet of suitable space would be sufficient for the Laboratory offices under this plan, and it was estimated that the rental cost of such space would be approximately \$4,000 a year. Inasmuch as the personnel and equipment would be taken from Washington, additional costs would be very nominal, and it is estimated that installation charges would be about \$1,800 to provide any special furniture and bench equipment of a Laboratory nature needed out there.

Such a transfer of personnel and equipment, in Mr. Coffey's opinion, would permit the handling out there of about 85% of the cases that would be submitted to the West Coast laboratory, leaving about 15% which, because they require very special equipment or highly specialized personnel or central reference files which could not be duplicated, would have to be referred by the branch laboratory into Washington for examination. This plan for setting up such a laboratory on a "loan basis" is proposed in order that the Bureau could in this manner definitely determine over a period of six months or a year the needs and desirability of a permanent laboratory set-up out there. If it were decided that such was not worthwhile, it could be easily abandoned at any time without cost other than the installation charges and the traveling costs of the personnel. If, during the six to twelve month trial period, the service rendered came up to expectation, the Bureau could at any time begin the permanent installation of a laboratory. The personnel and equipment could be spared from Washington for the first six months for the reason that at the outset, it would be expected that the work which would be done on the West Coast would be work which otherwise would have come into Washington and, therefore, less personnel at Washington would be needed.



cc - Mr. Glavin

66-2554-

The advantages and disadvantages of such a plan were discussed and are set forth as follows:

ADVANTAGES

1. The increased importance of Laboratory examinations in war effort cases, especially espionage and sabotage, requires fast service and sometimes close contact between the field investigators and the Laboratory technicians. There have been investigations on the West Coast in which the field, because of lack of time, was not able to send the evidence into Washington and had to utilize local laboratory services. This occurred most recently on January 11, 1943, when the San Francisco office required the analysis of oil from a ship motor which had to be made locally because the ship was expected to leave port shortly.
2. The West Coast area has developed tremendously in the war effort and war manufacturing, and war activity is very extensive there at the present time. This expansion and development of the West Coast area has been dramatic and accompanied by great publicity and interest. The participation therein by the Bureau in establishing a laboratory in the area to give immediate service would seem to be consistent to the newly developed needs in the area and to make for favorable comment toward the Bureau's streamlining in the war effort.
3. During the fiscal year of 1942, 23 per cent of all Laboratory examinations made at Washington originated in the seventeen most Western states of the country. It has been the Laboratory's experience that the use of the Laboratory by police has increased according to their nearness to the Laboratory.
4. Uniform Crime Reports generally reflect a higher crime index in robbery, burglary, and auto theft along the West Coast than in the other parts of the country. The greater crime rate is suggestive of a greater need for scientific report services.
5. Nearness to the place of trials will save travel time and costs for Laboratory technicians.
6. A Laboratory so located would provide an increased service to a very large number of highly organized and highly modernized police departments along the West Coast. Such improved service will undoubtedly result in very favorable response and support for the Bureau generally from the police.
7. Being closer to the scene of crime will result in obtaining better and fresher specimens for Laboratory examinations.
8. From time to time Laboratory experts are called to assist the investigating Special Agents at the scene of more important crimes. When these are in the West Coast area, the nearness of the Laboratory and its technicians will be an advantage.

9. Such an FBI Laboratory in the area would tend to eliminate some of the presently existing "private" experts of which there is a particularly large number on the West Coast including, among others, Luke May, Carl Hennrich, and Clark Sellers who are presently very active there and frequently obtain large fees from police and prosecutors for their services. An FBI Laboratory would also make unnecessary the establishment of many municipal, county, or state laboratories and thus reduce the general governmental costs to the local citizens for such establishments.

10. Laboratory experts are called on from time to time to participate in police conferences and police training programs, and the nearness of such experts would result in an increased service on a more economic basis.

11. Location of a Laboratory in the area would permit better and closer supervision of Laboratory activities already on the West Coast, including engineering supervision of the Bureau's radio installations out there and a consolidation of the cryptanalysis staff from the FBI Laboratory which is presently at Portland.

#### DISADVANTAGES

The disadvantages that were cited included:

1. Supervision of the activity would be remote and therefore would require a very high type of administrative official in the Inspector classification.

2. There is a remote danger of developing a little FBI which, because of the remoteness of headquarter supervision, might get out of control.

3. The project would mean duplicating some of the reference files now in the Laboratory at Washington, and, in some instances, certain reference files could not be duplicated, in which case it would be necessary always to relay certain evidence to the Laboratory in Washington for a final examination.

4. Mr. Tolson felt that the cost of establishing such a Laboratory would not be justified in view of the fact that because of air service both personnel and evidence can now be transported across the country in any time less than twenty-four hours.

5. Mr. Hince pointed out that once such a temporary laboratory project was established it could not be abandoned without resulting in criticism and pressure being brought on the Bureau from local West Coast sources for its retention.

Mr. Coffey indicated that under the "loan basis" plan he would suggest a staff consisting generally of the following:

Memorandum for the Director  
Page Four

Laboratory Chief - D. J. Parsons (also perform firearms and explosives examinations)

- 1 Principal Document Examiner - F. M. Miller
- 2 Assistant and 1 Junior Document Examiners - to be selected
- 1 Chemist having knowledge of both toxicology and secret inks - Stanley
- 1 Junior Chemist - to be selected
- 1 Specialist in firearms identification and sabotage devices - Parsons
- 1 Junior Firearms Examiner - to be selected
- 2 Stenographers (one of whom has been trained in confidential analysis work) - to be selected
- 3 Clerk-Typists - to be selected
- 1 Sound-electric-radio expert
- 4 Cryptanalysts -- (now at Portland)

This skeleton staff could be supplemented as needed, and additional equipment procured as needed. This plan would permit definite determination of the final need for a more elaborate laboratory. It is felt that in six months' time the full usefulness could be ascertained. If found unwise after six months, the project could be abandoned with no loss, and the personnel returned to Washington.

It was further explained to the Conference that the branch laboratory at San Francisco would be closely coordinated with and supervised from Washington. It would not be operated under the local Special Agent in Charge. Existing Laboratory manuals of procedure would prevail in the branch laboratory. Laboratory reports would go out over the stamped signature of the Director with a carbon copy to Washington for review. Examinations which would not be technically possible in the branch laboratory would be referred to the Laboratory in Washington. Monthly reports on the amount of work handled in the branch would be sent to Washington and incorporated in the regular monthly report. Likewise, detailed work sheets of the technicians and personnel would be forwarded to Washington for review here. Frequent inspection would be made from Washington and frequent conferences had with the appropriate personnel in the branch laboratory.

The Conference was furnished with a break-down of 6,160 Laboratory cases which originated in the 17 most Western states during the last twelve months. This break-down was illustrative of the number of each kind of examination for which specialists were being recommended to start in the branch laboratory:

| <u>Type of Examiner</u>           | <u>Number of Cases Past<br/>12 Months from Area</u> | <u>Average Cases Per Day</u> |
|-----------------------------------|---|------------------------------|
| Chemistry                         | 611   | 2                            |
| Document                          | 1,599   | 5                            |
| Firearms-Explosives-<br>Toolmarks | 423   | 1½                           |
| Cryptanalysis                     | 3,460   | 10                           |
| TOTAL                             | 6,093   | 18½                          |

Memorandum for the Director  
Page Five

Cases referred to Washington because highly specialized 67

Note: The above represents the cases that would be immediately available for examination in the branch, but is not indicative of the maximum amount of work that would be submitted to the branch as soon as it were opened for the reason that having the laboratory in the area may be expected to immediately increase the number of submissions from the area.

San Francisco was recommended as the site for the branch on a geographic basis. It was selected to be the site of the branch laboratory because it is approximately in the geographic center of the greatest population area of the 17 states to be served, and, further, because incoming transportation facilities to San Francisco from the 17 states to be served are probably as good as any other point.

The majority of the Conference was opposed to setting up the proposed branch laboratory. Those voting against were: Tolson, Rosen, Mumford, Ladd, Hince, Clegg, Hendon, Carson, Piper, Glavin.

Those in favor of setting up the branch laboratory were: Tracy, Q. Tamm, Coffey, and Nichols.

Respectfully,  
For the Conference

✓  
Clyde Tolson, Chairman

W. R. Glavin, Secretary

2-24-43-

Addendum: While I believe that fundamentally the idea of a Laboratory on the West Coast is a sound one, I am opposed to any affirmative action in this regard at the present time due primarily to our lack of properly trained and qualified administrative personnel to handle the operation and direction of a Laboratory. I believe that a West Coast Laboratory would not only be desirable at this time but will become necessary in the future. I think that we should at the present time endeavor to build up a proper staff with particular reference to administrative development in the Laboratory so that we can at a future date open a West Coast Laboratory with a feeling of complete confidence in the ability of the selected administrative staff to properly operate the Laboratory.

EDW. A. TAMM

WRG:jh

February 1, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Mumford, Rosen, Carson, Quinn Tamm, Tracy, Hendon, Coffey, and Glavin, considered the problem of the purchase of equipment without respect to Section 3709 of the Revised Statutes.

For the Director's information at the present time under Section 3709 of the Revised Statutes we must secure bids for the purchase of any equipment exceeding our statutory exemption allowance of \$50.00, and at the present time the situation in so far as the purchase of material is concerned is such that many of the suppliers refuse to enter into negotiations wherein bids must be secured. This is particularly true in so far as radio and other technical equipment is concerned. One of the prime objections to soliciting bids today arises in connection with the obtaining of priority ratings. The Bureau must obtain priority ratings and the manufacturer must also inform the War Production Board three months in advance as to the number of orders they have on hand and the amount of equipment which will be necessary to take care of the orders. The delay in placing orders with suppliers as a result of the solicitation of bids makes it impossible for the supplier to properly notify the War Production Board of the orders which they, the suppliers, will have during the three-month period. Further, again especially concerning radio and technical equipment, the supply of such equipment is very, very scarce and although we have been able to locate such equipment from time to time, by the time bids are secured, the War Department or Navy Department has picked up the equipment without bids.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

The Second War Powers Act empowers the President of the United States to designate certain agencies of the Government to make purchases without respect to Section 3709 of the Revised Statutes aforementioned. For an Agency to qualify under the Second War Powers Act it must be shown that the work being performed by government agency is directly connected with the present war effort and that to continue the old practice of soliciting bids would interfere with the successful prosecution of the war. In the event it is decided to permit any government agency to make purchases under the Second War Powers Act an Executive Order is published in the Federal Register.

66-2554-  
NOT RECORDED

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DATE 11/23/90 BY SP5C/bce

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February 20, 1943

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DATE 11/23/98 BY SP5C/LC

THE DIRECTOR

#323013

The Executive Conference consisting of Messrs. Tolson, Mumford, Clegg, Hendon, Quinn Tamm, Tracy, Carson, Coffey and Nichols, reconsidered a suggestion previously considered by the Conference to the effect that the attached forms be no longer multigraphed in the Mechanical Section but be typed by the stenographer at the time the communication is prepared. For the information of the Director, the attached forms are used on non-signature mail going from the Bureau and experience has shown they have been very advantageously used. The suggestion was originally made to discontinue these forms on the basis that it took as much time to print the forms as it did for the stenographer to type in the forms.

However, since that time additional inquiries have been made and it has been found that it takes six minutes and seventeen seconds to print 200 copies of the form in the Mechanical Section. If the words in the form were typed in, it would require 46 minutes 13 seconds of the stenographer's time, thus there would be a considerable saving in time if the present practice were followed. Mr. Coffey also pointed out that the printed form gave a more official appearance and the observation was made that if we were to type in the data, there would always be the possibility that a person, by securing a letterhead, could more easily prepare a spurious communication.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The majority of the Conference were definitely of the feeling that only the bond copy need be printed and that the data contained on the original need not be printed on the yellows.

All members of the Conference with the exception of Messrs. Tolson and Quinn Tamm were in favor of continuing the use of the forms.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-1  
NOT RECORDED

MAR 29 1943

Attachment

cc- Mr. Glavin

ORIGINAL FILED IN 66-2554-1



JKM:EK

February 20, 1943

THE DIRECTOR

The Executive Conference on February 19, 1943, attended by Messrs. Tolson, Glavin, Tracy, Nichols, Coffey, Carson, Hance, Hendon and Mumford, considered a suggestion submitted by Mr. Daniel H. Gunn, a clerk in the Cleveland Field Division, that field offices not be required to index the names received on forms from ONI and G-2 for checks of the Bureau field office records, but rather be permitted to destroy these forms once the search has been completed. It will be recalled that these forms contain only sufficient identifying data to permit the search, that they are thousands in number, and usually refer to persons employed in various plants engaged in production for national defense. There is nothing necessarily significant about either the name of the person or the fact that a check is requested.

The Conference was unanimously in favor of approving the suggestion since the indexing and filing of these forms constitutes a sizeable volume of work and the data are relatively valueless. It will be recalled that the names searched on a similar basis at the Seat of Government are not recorded or indexed.

If this meets with your approval, there is attached a letter to Bureau officials and all Special Agents in Charge so advising them.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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DATE 11/23/93 BY SP5CJ/bce

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ORIGINAL FILED IN 66-5084-11

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66-5815-626  
62-29185-1985

February 23, 1943

THE DIRECTOR

The Executive Conference on February 16, 1943, Messrs. Carson, Clegg, Glavin, Hendon, Hince, Mumford, Piper, Rosen, Quinn Tamm, Tracy and Coffey present, again considered the recommendation of the Laboratory that two electric megaphones be purchased, to be held at Washington for use wherever needed in the Bureau. This is a new megaphone designed principally for use by Navy landing parties. It amplifies the voice electrically. The device was studied in the Laboratory last fall and tested at Quantico where it was found to be a very well constructed item designed with the greatest of simplicity in operation and very satisfactory in performance. It would permit the direction of a large group of men engaged on terrain search or would be useful in certain types of raids in order to make announcements and give directions. The units cost \$149.25 each.

The question of purchasing two was submitted to the Conference in November, 1942, and disapproved. Mr. Ladd had asked that the question be resubmitted at this time in view of the experience in the Touhy raid at Chicago. He was of the opinion that one of those units would have been very useful in that situation.

The majority of the Conference, consisting of Messrs. Clegg, Mumford, Piper, Rosen, Quinn Tamm, Tracy, and Coffey were in favor of purchasing two of these units.

Those opposed to the purchase were Messrs. Carson, Glavin, Hendon, and Hince. The reason advanced by those opposed was that the frequency with which such a device would be needed would not justify the expenditure.

Mr. Tolson and Mr. Ladd were absent during the consideration.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

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DATE 11/23/98 BY SP5C/BCE  
# 523,013

Respectfully,  
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

ORIGINAL FILED IN

The Immigration and Naturalization Service of the Department of Justice secured such permission to purchase without bids in connection with the construction of the various camps for the housing of alien enemies.

The Conference feels that the Bureau should take advantage of the authority which can be granted under the Second War Powers Act and secure an Order which would permit the Bureau to secure purchases without securing bids. It was pointed out by the Conference that such authority could very well react to the detriment of the Bureau since there might at some time be investigations made of the purchases made during the war period; however, the Conference is of the unanimous opinion that if possible we should secure such power to make purchases without obtaining bids and use it only when emergency and critical cases arise; that in so far as our regular purchases are concerned, we continue to secure competitive bids for the purchase of such equipment. The Conference therefore recommends that a memorandum be prepared for Mr. Rowe of the Department requesting that such an Executive Order be secured for us.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

WRG:1rd

February 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Piper, Quinn Tamm, Carson, Coffey, Hince, Hendon, Clegg, Nichols, Ladd, Mumford, Rosen and Glavin considered a request submitted by Mr. Coffey for the purchase of two Heller-Magnograph magnetic tape recorders for the Laboratory.

It was pointed out to the Conference that representatives of the Laboratory witnessed a demonstration of the tape sound recorder in question and that the present model is contained in a leather carrying case which measures approximately 14" by 9" by 9", weighs 24 pounds, has provision in the case for carrying 7 spare reels, a headphone and a small microphone and that the apparatus will record from all types of inputs, requiring a matching transformer for a carbon microphone only. There is no provision made for reproducing simultaneously with a recording on another track and in order to playback a recording the tape must be reversed until a selected spot has been passed. Much further information of a technical nature was secured by Mr. Pfafman of the Laboratory concerning this particular device.

Mr. Coffey stated that this machine could be used in the same manner as we use our Presto recording machines and instead of using the present disk records, conversations could be recorded on 35 mm. film and could handle a much greater amount of recording without change than can be handled at the present time with our Presto recording machines.

Mr. Coffey feels that we should get two units for experimental purposes only, that the machine itself is past the experimental stage but he, Mr. Coffey, feels that the Bureau should have the opportunity of having two of these machines so that they could be adapted to our work.

Mr. Glavin The Conference, with the exception of Messrs. Clegg and Coffey, recommends the purchase of one machine only, it being noted that these machines cost approximately \$900.00 and it will be necessary that a high priority be secured.

Mr. Tracy Mr. Coffey recommends two machines.

Mr. Mumford Mr. Clegg objects to the purchase of any of this equipment at the present time.

Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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#323,013

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66-2554-11

MEMORANDUM FOR THE DIRECTOR

- 2 -

Should the Director approve the majority recommendation, an appropriate order will be placed for the machine in question.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

JKN:EK

February 4, 1943

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SP5CJ/bce  
#323013

THE DIRECTOR

The Executive Conference on February 3, 1943, attended by Messrs. Tolson, Ladd, Nichols, Glavin, Rosen, Coffey, Quinn Tamm, Hendon, Hince, Carson, Piper and Mumford, considered the suggestion that the project of searching the administrative files for derogatory information on the 250,000 radio operators whose fingerprint cards were submitted by the Federal Communications Commission be discontinued. You will recall that the FCC secured these fingerprints in connection with a project of checking the citizenship and loyalty of licensed radio operators, and after lengthy negotiations, submitted the prints to the FBI for appropriate search and filing in the Identification Division. This handling is, of course, being carried on in an expeditious manner and FCC is being notified of any criminal records developed.

There is attached hereto a memorandum from Mr. Ladd to Mr. Tamm briefly outlining the background of this project. You will recall that after FCC began sending these prints to the Bureau in late June, 1942, you instructed that the names be searched through the administrative files. These instructions were prompted by your desire to have a check beyond that which would result from a search of the fingerprints and was not based on any request from or advice to FCC or the Department.

The names appearing on these fingerprint cards are complete (John Henry Smith) and because of the type of occupation in which the individuals are engaged, in most instances there is no permanent address of long standing. Therefore, in almost every instance there are numerous references to persons possibly identical. Based on experience to date, the average number of references to be examined on each name has been approximately 10.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

It will be seen that it would therefore be necessary to search 250,000 names through the files, resulting in the necessary examination of 2,500,000 serials.

The Files Division estimates that an experienced clerk can handle 125 name searches per day through the indices. This would mean that 250,000 names would require 2,000 man days of searching. The Files Division further estimates that an experienced clerk can pull 150 files per day. On the basis of the above estimate, this would require over 16,000 clerk days time to pull the files plus almost as many days on locates for the files.

6-2554-  
NOT RECORDED

INITIALS ON ORIGINAL

FEB 27 1943

Memorandum for the Director

- 2 -

Since the results on a representative number of 465 searched to date have been entirely negative and since there has been no request from or agreement with anyone outside the Bureau to carry on this project, the Executive Conference was unanimously opposed to its continuance.

In the event you approve the action of the Conference, the search of these names through the administrative files will be immediately discontinued and the Identification Division will be instructed to file the fingerprint cards immediately upon the completion of their search of their records.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



JKL:mm

February 13, 1943

THE DIRECTOR

<sup>0</sup>  
The Executive Conference on February 12, 1943, attended by Messrs. Tolson, Ladd, Glavin, Tracy, Coffey, Nichols, Rosen, Quinn Tamm, Hendon, Hince, Carson, Piper, and Mumford considered a suggestion that Police Departments cooperating with the Bureau be permitted to assign Selective Training and Service Act violation cases to auxiliary Police working with their Departments.

This suggestion is limited to Selective Service cases only which, as you know, involve failure to comply with the provisions of the Act and do not involve subversive activities except in very rare instances. The handling of these cases by auxiliary Police would, therefore, not reveal the confidential data since the names of these violators are available for publication along with the nature of their derelictions. Furthermore, these auxiliary Police generally work in neighborhoods of which they have personal knowledge and they would, therefore, in all probability, be able to handle a relatively large volume of the cases with a minimum of effort.

On January 27, 1942, the Executive Conference disapproved a suggestion that auxiliary officers assigned to Police Departments be permitted to handle general Internal Security and other related types of cases on the basis that these auxiliary officers had not usually been investigated prior to their assignment and were not sufficiently subject to supervision. It is pointed out that these features would not be so material in so far as their being permitted to handle Selective Service cases is concerned.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_ The Conference was unanimous in agreement with the suggestion that  
Mr. Clegg \_\_\_\_\_ Police chiefs be permitted to assign Selective Service cases to auxiliary Po-  
Mr. Coffey \_\_\_\_\_ lice for investigation.  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ In the event you approve the action of the Conference, the above-  
Mr. Nichols \_\_\_\_\_ referred to change of policy will be communicated to the various Field Offices  
Mr. Rosen \_\_\_\_\_ for their guidance.  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_ ALL INFORMATION CONTAINED  
Mr. McGuire \_\_\_\_\_ HEREIN IS UNCLASSIFIED  
Mr. Mumford \_\_\_\_\_ DATE 11/23/90 BY SP5a/bce  
Mr. Harbo \_\_\_\_\_ # 323013  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554-  
NOT RECORDED

INITIALS ON ORIGINAL - 8

ok  
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LAH:KEM

February 24, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of the New York Office that Agents of that office be permitted to attend an elementary electronics course to be furnished free of charge by the Emergency Science and Management War Training program of New York University. This would be a course which would last for 20 weeks 2 nights per week.

The New York Office suggested that this would be of assistance to the Bureau sound men.

The Conference unanimously was of the opinion that such a course would be of negligible benefit to Bureau personnel and recommended unfavorably. The New York Office is being so advised by letter, if approved.

Those present were Messrs. Tolson, Mumford, Ladd, Hendon, Rosen, Glavin, Tracy, G. Tamm, E. A. Tamm, Coffey, Carson, Piper and Hince.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC Mr. Glavin

248 215

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ORIGINAL FILED IN 94-1-1

WRG:jh

February 1, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Coffey, Hendon, Quinn Tamm, Mumford, Nichols, Clegg, Ladd, Rosen, Hince, Carson, and Glavin, considered the present Bureau policy concerning the suspension of employees who lose building passes.

For the Director's information, the present policy covering the loss of building passes is that on the loss of the pass on the first occasion through negligence, the employee is suspended for a period of three days; the second loss results in the employee being suspended for a period of ten days; and on the third loss, the employee is subject to dismissal from the service.

Messrs. Tolson, Hendon, Clegg, Hince, and Carson recommend no change in our present policy. The remainder of the Conference, Messrs. Tracy, Coffey, Rosen, Nichols, Ladd, Mumford, Quinn Tamm, and Glavin feel that the Bureau's present policy concerning suspensions of employees for the loss of building passes should be revised.

Those members of the Conference opposing any change of policy feel that employees who are negligent should most certainly be subject to disciplinary measures and even though war conditions exist today it does not mean that such disciplinary measures should not be taken. Mr. Clegg pointed out that disciplinary measures are taken in the military services at this time and that even though military personnel is badly needed, due to infractions of the military regulations, members thereof are incarcerated. They further feel that if the Bureau were to change its policy at the present time there would be no real care taken of the property and the loss of property would undoubtedly increase, permitting individuals to recover lost building passes and get into the building on the strength of them.

Mr. Nichols — Those recommending a change in the Bureau's present policy feel that when an employee loses a building pass on the first occasion a matter of censure should be addressed to the employee; that on the second occasion when a pass is lost, a suspension of three days be imposed; and if a third pass is lost, consideration be given to the separation of the individual from the service. Those recommending this change agree that disciplinary measure

Mr. Nease  
Miss Gandy

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ORIGINAL FILED IN 66-2659-957

WRG:1rd

February 28, 1943

ALL INFORMATION CONTAINED  
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DATE 11/23/90 BY SP5CJ/bc  
#323,013

MEMORANDUM FOR THE DIRECTOR

*man*  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Carson, Hendon, Nichols, Quinn Tamm, Tracy, Rosen, Hince, Glegg, Piper and Glavin considered the desirability of increasing the amount of annual leave allowed to employees in the territorial offices of the Bureau.

It was pointed out to the Conference that some inquiry had been made as to whether annual leave approved for employees in the Juneau Office particularly could be for a period of three weeks instead of the regular two weeks approved for Bureau employees in the Continental United States.

The Conference points out that leave is granted to Special Agents assigned to the Juneau and other Territorial Offices after those Special Agents have attended In-Service School in Washington, D. C. They are then in the Continental United States and additional leave is not necessary.

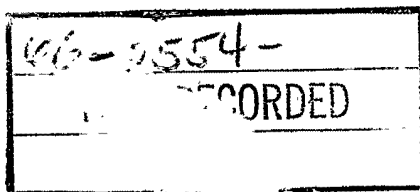
The Conference feels that the two-weeks limit on such leave should be continued for those employees in the Territorial offices.

With reference to clerical employees in the Territorial Offices, it is pointed out that under present Bureau policy, all clerical employees who have been appointed from the States to Territorial Divisions are to be brought back for refresher courses at least once a year and at that time leave will be granted to them.

Mr. Glavin It is felt that under this procedure it will not be necessary to increase the amount of leave granted from two to three weeks in these particular cases.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully submitted,  
FOR THE CONFERENCE



Clyde Tolson  
Chairman  
W. R. Glavin  
Secretary

ORIGINAL FILED IN 66-2554

MAR 30 1943

must be continued; however, they feel that the disciplinary action taken in this particular matter is too severe. It was pointed out that at the present time we are doing everything possible, even to having special men out in the Field continuously, to get additional employees so that we may be able to perform the work being referred to us; that when we suspend an employee for a minor infraction such as this, we are losing the services of employees who can materially assist us during our present emergency.

With reference to the increase in the number of lost passes if there were a change in the policy, those members of the Conference recommending the change do not feel that the comment that there would be an increase in the number of passes lost is correct, pointing out that at the present time we have no such suspensions for the loss of badges of clerical employees, yet we do not have any more badges lost than passes. Those recommending the change in the Bureau's present policy regarding this matter feel that our employees basically want to protect the property issued to them and would not deliberately neglect the protection thereof.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

V. R. Glavin  
Secretary

W  
c  
o mam  
p  
y

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

February 23, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Carson, Q. Tamm, Clegg, Mumford, Rosen, and Hince, approved the attached curriculum for the training of clerical employees who return to Washington once each year from assignments outside the continental United States.

The Conference also approved the attached curriculum for radio men who return to Washington once each year who are assigned outside the continental United States.

These courses will be for one week's duration with the exception that the radio men may be held for longer periods by the Laboratory when additional training is necessary.

Respectfully, for the Conference

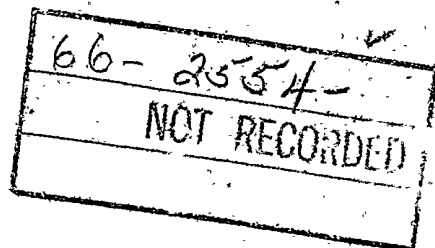
Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachments  
CC - Mr. Glavin

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DATE 11/23/98 BY SP5EJ/hce  
# 323013



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February 12, 1943

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Glavin, Ladd, Rosen, Tracy, Coffey, Carson, Piper, Mumford, Hendon, Q. Tamm, Hince and Clegg being in attendance, considered the desirability of continuing the services of a Firearms Instructor on the Indoor Range on a full-time basis.

In view of the less frequent number of tours now being conducted, coupled with the difficulties in obtaining ammunition, it was felt that an employee should not be assigned on a full-time basis to the Indoor Range and that instead whenever it became advisable for a special demonstration or a special test to be made on the Indoor Range, that some members of the Supervisory Staff in Washington who were qualified as Firearms Instructors and who were recommended for such duties by Special Agent in Charge Sloan in charge of Firearms Training, could be called upon to perform these temporary duties on such occasions as were necessary. There are no classes of clerks now receiving instruction in the Indoor Range due to the difficulties which the clerks would have in obtaining ammunition, making it necessary that those training courses be discontinued.

Mr. Sloan has, in fact, submitted to Mr. Glavin the names of five Supervisors whose services might be utilized in this connection. Some of them will be given some additional specialized training when next they have occasion to go to Quantico for Firearms Training.

In the event the Director approves this suggestion, the procedure to be followed would be that the Tour Room would call the Personnel Office of Mr. Tolson's Division and one of the five Supervisors recommended would be sent to the Indoor Range at the time requested.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SP5C/bce

#323013

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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|-------------|
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| NC RECORDED |

ORIGINAL FILED IN 66-2554-1

MAY 20 1943



LBN:JM

February 27, 1943

THE DIRECTOR

The Executive Conference consisting of the Messrs. Glavin, Tracy, Glegg, Piper, Quinn Tamm, E. A. Tamm, Carson, Coffey, Hince, Hendon, Mumford, Rosen, Tolson and Nichols considered the suggestion that the Bureau radio station at Norfolk be operated on a sixty day experimental basis to make voice broadcasts in addition to handling its other functions.

This radio station, for the Director's information, is equipped for voice broadcasts and all of our radio transmitting units can be easily and inexpensively equipped for voice broadcasts. We have had this experience with WFBO for some time but we need additional experience from a station in the field similar to that of Norfolk and it was the unanimous recommendation of the conference that this station be operated on an experimental basis for sixty days making voice broadcasts to the radio cars in the vicinity. In these broadcasts nothing of a confidential nature would be broadcast but the dispatcher would merely call the car by number and tell them to call the office when this was needed.

If the Director approves we will make arrangements to inaugurate this program. There will be no additional costs.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Glegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Mr. Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/90 BY SP5CJ/bse

#323013

Attachment

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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| 66-2554      |
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February 6, 1943

MEMO

MEMORANDUM FOR THE DIRECTOR

The executive conference on February 5, 1943, attended by Messrs. E. A. Tamm, Clegg, Glavin, Coffey, Rosen, Tracy, Quinn Tamm, Piper, Carson and Mumford, considered a suggestion to discontinue the inclusion in the Quarterly Intelligence Summary of the statistics relative to the number of espionage and of sabotage subjects and suspects under investigation, and subversive groups by states and field divisions, and the comparative statements of potential and passive hostile forces and active and potentially active friendly forces by field divisions and by states.

The Conference was unanimously in agreement with the suggestion that these statistics be dropped principally for the following reasons:

With regard to the subjects and suspects under investigation for espionage, it will be noted that in the most recent issue, November 15, 1942, the statistics showed a total of 6,219. Since these figures are available to CMI and C-2, they subject the FBI to insistent requests for the names and facts on that man's pending investigations. These similar statistics concerning sabotage disclose a total of 369 subjects and suspects, subjecting the Bureau to the same results.

With regard to the list of potential and active hostile forces (subversive groups), it will be noted the last figures show a total of 779,075. This number is made up of the estimated total membership of all pre-war groups and organizations ranging in degree from the German-American Bund and the Communist Party, U. S. A., to such now innocuous ones as the French Chamber of Commerce and the China Peace Group. The figures used are the best estimates as supplied by the field offices except in those very few cases where exact membership has been known, and therefore are undoubtedly in many instances quite inaccurate. The Bureau, of course, would be unable to furnish the names of more than a very small percentage of the people included in this figure.

With regard to the active friendly forces, it will be noted the figure used is 20,103,657. This figure includes not only the FBI Agents, FBI graduates and law enforcement officers, but "74 friendly organizations" which at the time these figures were compiled, about five years ago, included the Coast Guard, National Guard, American Legion, etc.

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The purpose for including these statistics originally was to give a picture of what the situation might be should the country be subjected to internal rioting and organized resistance if suddenly plunged into war. That eventuality has long since passed without such an occurrence. Furthermore, a high percentage of the membership of the great majority of the so-called subversive groups have undoubtedly always been loyal and most of them have amply confirmed their loyalty since this country's entrance into the war.

In the event you approve the action of the Conference, the above referred to statistics will be omitted from the issue of the Quarterly Intelligence Summary due for completion February 15, 1943, and in the issues thereafter.

Respectfully  
For the Conference

Glyde Tolson  
Chairman

H. R. Glavin  
Secretary

W. K. H.

NR:LSC  
66-9340-37

February 8, 1943

MR. LADD

The Philadelphia Office has requested Bureau authority to assign Selective Service cases to the Philadelphia Police Department with the understanding that the auxiliary police officers would be permitted to handle this type of investigation.

On January 27, 1942, the Executive Conference disapproved the suggestion of SAC Fletcher that the Bureau in order to relieve the volume of assignments request the cooperation of Chiefs of Police in assigning auxiliary officers under their supervision to handle a large volume of matters which could be referred to the Police Department. The Executive Conference disapproved the suggestion as it was felt that the auxiliary officers would, in many instances, not be investigated by the local police department, that their identities and worthiness for this official work would be unknown and, therefore, it would be unwise for the Bureau to suggest that this type of action be taken. You will note that the disapproval was based on the assignment of all types of matters.

It is to be noted that the names of selective service delinquents are being published by local selective service boards and by the State Directors of Selective Service, and the fact that an individual is delinquent is a matter of public knowledge. Due to the large volume of selective service work, additional cooperation from the police is urgently needed, and it is felt that in some police departments, the only way this cooperation can be augmented is to utilize the services of the auxiliary police officers.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

RE CONSIDERATION

It is recommended that this matter be submitted to the Executive Conference for its consideration, and it is recommended that an exception be made in this instance and that the field offices be instructed to assign selective service cases to be handled by the auxiliary police under the strict supervision of the head of the police agency.

Respectfully,

R. H. Cunningham

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INITIALS ON ORIGINAL

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February 6, 1943

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THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Carson, Q. Tamm, Mumford, Nichols, Tracy, Finner, Rosen, Hendon, Ladd and Clegg, considered the inquiry of SAC Kuhnelt, Huntington office, as to the advisability of using the services of the U. S. Probation Officer on quarterly police conferences.

The Executive Conference recommended unanimously against the use of Probation Officers on such assignments and there is attached hereto a letter to the Huntington office accordingly, if this is approved.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

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DATE 11/23/93 BY SP5C/bce

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W. E. Glavin  
Secretary

INITIALS ON ORIGINAL

cc-Mr. Glavin

|                     |
|---------------------|
| Mr. Tolson.....     |
| Mr. E. A. Tamm..... |
| Mr. Clegg.....      |
| Mr. Glavin.....     |
| Mr. Ladd.....       |
| Mr. Nichols.....    |
| Mr. Rosen.....      |
| Mr. Tracy.....      |
| Mr. Carson.....     |
| Mr. Coffey.....     |
| Mr. Hendon.....     |
| Mr. Kramer.....     |
| Mr. McGuire.....    |
| Mr. Quinn Tamm..... |
| Mr. Nease.....      |
| Miss Gandy.....     |

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January 26, 1943.

THE DIRECTOR

ORIGINAL FILED IN 1-35-31-2 OK

The Executive Conference, Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Coffey, Rosen, Lunsford, Hince, and Clegg being present, recommended that copies of the Directory be printed in sufficient quantity so that one copy could be furnished to each graduate whose name appears in the Directory, one copy would be furnished to each Special Agent in Charge, Assistant Special Agent in Charge, and Field Supervisor, and in addition, one copy would be sent to a field office for each ten Special Agents assigned to the office. At Washington, it was felt that copies should be furnished to the Assistants to the Director, the Assistant Directors, Inspectors, Division Chiefs, and Section Chiefs.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson **cc - Mr.** \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_

~~CC - Mr. Glavin~~

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January 26, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Coffey, Rosen, Mumford, Lince, and Clegg being present, gave consideration to the rule which now exists which requires that no telegraph companies' services be used, but that wire messages be sent exclusively by teletypewriter.

This was approved on May 23, 1941, when Mr. Nichols submitted a memorandum pointing out that the exclusive use of teletype at that time would cost between 7,500 and 10,000 per year more than the use of both teletypewriter and telegraph as was the custom previously. The added advantage pointed out at the time was that with the accumulation of more teletype messages, it would be unnecessary to hold them for longer than one hour and, therefore, there was indicated a determination by the Communications Clerk as to the urgency of the message. It was believed also at the time that it would be safer for messages to be sent exclusively by teletype as far as the confidential character of messages was concerned, and any breakdown in telegraphic facilities would not interfere with the Bureau's regular system of transmitting messages by teletype.

The Executive Conference reconsidered this matter and decided that there should no longer be any specific instructions as to the use of teletype or telegraph. For example, in wiring the departure of a vessel, a telegraphic message would be far less expensive than a teletype message, and for purposes of economy, it was felt that a determination as to whether messages should be sent out by teletype or by telegraph should be left to the discretion of the Special Agent in Charge, the urgency of the communication, the extreme confidential nature of the communication, and economy being given due consideration.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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DATE 11/23/90 BY SP52/6ce  
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Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

cc - Mr. Glavin

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WRG:jh

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DATE 11/23/98 BY SP5C/bca

February 8, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Quinn Tamm, Tracy, Hendon, Nichols, Mumford, Carson, Hince, Clegg, Piper and Glavin, considered certain suggestions made by Supervisor C. H. King of the Administrative Division concerning the curtailment of paper work. Special Agent King recommends that the following curtailments be put into effect:

- 1) That the following materials be not filed:
  - A) Exhibit 1. Wire inquiring whether leave approved and requesting reply by wire at employee's expense.
  - B) Exhibit 2. Wire requesting extension of leave and requesting reply by wire at employee's expense.
  - C) Exhibit 3. Wire requesting extension of leave addressed to supervisory official by employee, concerning which wire the supervisor to whom it is addressed prepares a cover memorandum.

It is felt by Mr. King, who handles leave matters in the Chief Clerk's Office, that it is unnecessary to file such correspondence inasmuch as the information is simply for the records in the Leave Section; that after a notation is made in the Leave Section, it is unnecessary for the Leave Section to refer to the actual incoming correspondence at a later date and no other section of the Bureau should at any time be interested in the incoming correspondence.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

2) Mr. King is of the opinion, further, that it is not necessary to prepare an abstract and carbon copy of the outgoing wire involved because it will not be necessary for the Leave Section to refer to this information in the future and no other section in the Bureau would be interested in the information contained therein.

3) It is further believed by Mr. King that the memorandum prepared in connection with Exhibit 3 above is of no value to the Leave Section and it is suggested that referral of such telegrams being received by supervisory officials be referred by routing slip to the Leave Section.

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The Conference recommends that Exhibits 1 and 2, in so far as the incoming wires are concerned, be not filed after the appropriate information is secured by the Leave Clerk's Office of the Chief Clerk's Office.

The Conference further recommends that yellows and abstract slips be not prepared on the outgoing wires and that the outgoing wires themselves be not filed.

With reference to the memoranda prepared by the supervisors, the Conference recommends that such memoranda be not prepared in the future and that reference of such material be made by routing slip only.

4,5) Special Agent King further suggests the discontinuance of the filing of incoming wires advising when an employee will report back to work and advising that an employee will take leave unless advised to the contrary. Exhibits covering these matters are attached hereto: Exhibit 4 being a wire received by the Bureau advising a Special Agent Supervisor in the Identification Division as to the time when an employee will report back for duty. Exhibit 5 is a wire from a Special Agent in Charge advising that unless advised to the contrary a certain Agent in his office is going to take leave.

The Conference feels that since the incoming wires in both of these instances are purely for the information of the Leave Section and are of no value to any other section in the Bureau, that after the information is received in the Leave Section there appears to be no reason why such wires should be filed. It is, therefore, recommended that such wires be disposed of after such information is received by the Leave Section.

6,7,8) With reference to the outgoing routine administrative wires, Special Agent King states that it is felt that these routine outgoing wires should not require an abstract because a tickler is set up in the Leave Section to follow for the reply and no other section of the Bureau is interested in the information and once the reply is received there will be no further action and it will not be necessary to refer to this correspondence at any future date.

These particular items are identified as Exhibits 6, which inquires of the SAC at Norfolk as to whether a certain Special Agent has returned to active duty; No. 7, the same type of wire; No. 8, a wire received from the SAC at Milwaukee advising of the return to active duty of an employee of that office. Item 2 of Exhibit 8 is the same type of wire.

The Conference recommends the discontinuance of the preparation of abstracts and carbon copies on wires of this type. It also recommends against the filing of incoming wires advising of the return to active duty of an employee from sick leave status and it also recommends that after appropriate notation is made in the Leave Section the wire be properly disposed of.

With reference to routine administrative letters, Mr. King recommends as follows:

9) Exhibit 9 is a routine letter advising the Bureau of the address of an Agent on annual leave for which a leave application has already been submitted.

Agent King reports that incoming letters of this type need not be filed because the information is solely for the benefit of the Leave Section and will not be referred to in the future.

The Conference feels that such a communication should be discontinued at the present time; that an employee going on a leave status properly reflects his address on his leave slip and if there is any change of this address while on leave, the employee must advise his field office. It is felt that having the information on hand in the field office will be sufficient for the Bureau's needs and the Conference, therefore, recommends the discontinuance of the preparation of such communications by the Field.

10) Exhibit 10 is a communication from the Field regarding absence of an employee which might result in leave without pay. No reply is necessary to the Field on items of this type.

Agent King feels that incoming letters need not be filed because the information is solely for the benefit of the Leave Section and will not be referred to in the future.

The Conference feels that in communications of this type, wherein we are advised of the dates an employee became ill and how long they have been absent from work, such communications should be properly filed in the appropriate employee's file. The Conference, therefore, recommends the continuance of the filing of this particular type of letter.

11) Exhibit 11 is a cover letter transmitting annual leave reports from the Field.

Agent King recommends that such communications be discontinued and that when such communications are received that they be not filed.

The Conference is in agreement with this suggestion and recommends that the Field be appropriately advised.

12) Exhibit 12 is a communication prepared in the Bureau following up the Field for annual leave applications covering excess travel time when Bureau employees perform official travel for personal convenience in their personally owned automobiles.

Agent King is of the opinion that there should be no necessity to prepare abstracts or carbon copies of such communications.

HHC:EN

February 8, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Rosen, Carson, Mumford, and Clegg being present, considered the following suggestions made by Special Agent in Charge Arthur H. Crowl:

1. That monthly reports rather than weekly reports be submitted forwarding the names of Special Agents in attendance at the regular weekly conferences for new Special Agents.

The Conference believed that this suggestion should not be adopted as it would prevent proper supervision of the attendance on the part of the Dept. of Government and as the only requirement now is for the field office to submit an original letter, without copies or abstract, merely listing the names of the agents who attended the conference, and because it was believed that this would be simpler and easier than to require the field office to make a review of the files for four weeks and submit one communication per month, it was recommended that there be no change in the present procedure.

2. That the required number of New Agents' Conferences which a new agent should attend after arriving in the field be reduced from twelve to six.

The Conference felt that since the New Agents' Training Program has now been increased to sixteen weeks so as to provide additional practical work in connection with their training; since within six weeks the New Agents' Conferences will permit a satisfactory number of required general conferences between new agents and the Special Agent in Charge; since there is to be no dispensing of requirements for individual conferences between the Special Agent in Charge or Field Supervisors and new agents; and since this will further reduce the amount of administrative work in the field offices to permit the agents to go on road trips without a requirement that these trips be planned so they can return for a New Agents' Conference within a week's time, the Executive Conference unanimously recommended the adoption of this suggestion.

3. That follow-up letters concerning delinquent cases be reduced except in major cases.

The Conference unanimously approved the present procedure of using follow-up communications only in those instances involving major cases or where other governmental departments and agencies are following up

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Memorandum for the Director

-2-

February 8, 1943

the Bureau seeking information about a matter in which they are primarily interested. The recent survey of follow-up letters showed that this policy was being generally adhered to.

If this is approved, there is attached hereto a letter addressed to Mr. Grawl accordingly.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc - Mr. Glavin

January 22, 1943

WRO:FG

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Clegg, Ladd, Carson, Nichols, Hendon, Mumford, Rosen, Coffey, and Glavin considered the amount of the various types of Field office equipment which should be in every Field office in the service.

The Conference was advised that the matter of firearms and related equipment had been considered by Messrs. Baughman, Parsons, Sloan, and Huston, and the following joint recommendations were made:

1) Thompson Sub-machine Guns: No office should have less than 4 machine guns nor more than 20 provided the personnel does not exceed 150 Agents. If the personnel exceeds 150 Agents, the total number of machine guns which should be on hand in the office should not exceed 30. The committee of Messrs. Baughman, Parsons, Sloan and Huston advise that normally there should be one sub-machine gun for every 5 Agents with a maximum of 30 machine guns to any office.

2) .81 Remington Rifles: No office should have less than 4 of these rifles and should have no more than 20 unless the Agent personnel exceeds 150, then the number of such rifles to be assigned should not exceed 30.

3) Shot Guns: In no case should an office have less than 3 nor more than 10 shot guns except in those instances where the Agent personnel exceeds 150, and in such cases the number should not exceed 16. Normally there should be one shot gun for every 10 Agents and the assignment of 16 should be considered a maximum for any Field office.

4) Gas Guns: The committee of Baughman, Parsons, Sloan, and Huston recommend that there should be a minimum of 2 and a maximum of 3 gas guns in each Field office. The Executive Conference in this particular item did not agree with the committee's recommendation and recommended that there be no less than 4 or more than 6 gas guns assigned to any office.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
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Mr. Tracy \_\_\_\_\_  
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Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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MEMORANDUM FOR THE DIRECTOR

- 2 -

Messrs. Coffey, Hince and Mumford are of the opinion that only the original should be printed by the Mechanical Section and that the plain copies should be utilized, by the stenographic and typist personnel.

Messrs. Tolson, Quinn Tamm and Glavin are of the very definite opinion that with the very small typing necessary on these forms and the amount of time necessary to print, store and stock them, there is really no saving in time in having such forms and recommend that the form be discontinued as such and that the Stenographers and Typists type the entire form at the time such communications are prepared.

Should the Director approve the majority opinion which is to keep the form as it is, the Administrative Division will be appropriately advised.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



JOHN EDGAR HOOVER  
DIRECTOR



HHC:JBW

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

January 28, 1943

CC-287

Mr. Tolson ✓  
Mr. E. A. Tamm ✓  
Mr. Clegg ✓  
Mr. Glavin ✓  
Mr. Ladd ✓  
Mr. Nichols ✓  
Mr. Rosen ✓  
Mr. Tracy ✓  
Mr. Carson ✓  
Mr. Coffey ✓  
Mr. Hendon ✓  
Mr. Kramer ✓  
Mr. McGuire ✓  
Mr. Harbo ✓  
Mr. Quinn Tamm ✓  
Tele. Room ✓  
Mr. Nease ✓  
Miss Beahm ✓  
Miss Gandy ✓

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Rosen, Quinn Tamm, Mumford, Carson, Hince, Nichols and Clegg being present, considered the matter of training Assistant Special Agents in Charge, field supervisors and field office clerical employees.

The Chief Clerk's manual has been revised and is ready for printing. Before it is issued, however, it was felt that there should be a reappraisal of the various procedures and clerical requirements in a field office with a general view to endeavoring to streamline the routing of mail in field offices and to reduce to a minimum the required administrative work. At the same time it was felt that the field offices had grown in size, both in the number of pending cases, the volume of work and the number of personnel; and that it was quite likely that many offices had not grown as rapidly in organization and control as in personnel and work.

It was, therefore, believed that a course of training should be provided for Assistant Special Agents in Charge and field supervisors and also that a course of training should be provided to select the clerical employees from each field office so that through these clerical employees and field supervisors, as well as the Agents in Charge who are attending in-service school, there can be a uniformity of procedure and a better performance in the supervision of cases and the general work of the office. With this in view, the following program was suggested:

(1) That a conference of selected clerical employees from the following field offices be held in Washington: Birmingham, Albany, New York, Chicago, Cincinnati, Newark, Philadelphia, Washington Field and Atlanta. (Each) The clerical employees to be selected would be those who had had clerical experience in a field office who would be best qualified to contribute suggestions and ideas and to consider the suggestions and ideas submitted. These field clerical employees would report to Washington on February 8, 1943, for approximately one week. Their program while here would be as follows:

Daily sessions from 9:00 A.M. to 6:00 P.M.

On Monday and Tuesday, they would join the new clerical school 1943 entering on duty on those dates, at which time the regular clerical program would be followed, including the tours of the



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various divisions and an explanation of the various duties of each division, as well as general administrative discussions on subjects such as conduct, loss of property, responsibilities of Bureau personnel, responsibilities of the Bureau in time of war, the value and importance of the Bureau's work in the war effort and the cooperation necessary between all types of Bureau employees.

Then on subsequent days for such portion of the remainder of the week as necessary to accomplish this purpose, they would be in conference studying the Chief Clerk's manual applicable to field offices, making suggestions and considering the suggestions.

(2) The suggestions and conclusions, as a result of this Chief Clerk's conference, would be presented to the Bureau's Executives' Conference and then to the Director for approval.

(3) On Thursday, February 25th, the following Bureau officials and field office Special Agents in Charge would assemble in Washington for a conference: Mr. Clegg, Mr. Hince, Mr. Acers, Mr. Brantley, Mr. Conroy and Mr. McKee. At this conference there would be considered procedures recommended by the clerical employees, their adaptability to present field office practices with any additional improvements and suggestions regarding the performance of clerical work. Also the question of organizing field offices and field office administrative problems would be given consideration with a view to the general improvement of all aspects of field office administration. These suggestions too would be presented to the Executives' Conference and submitted to the Director for approval.

The Special Agents in Charge from out of Washington would remain in Washington to begin the regular in-service training course the following Monday morning, March 1, 1943.

(4) Based upon the findings and suggestions which the Director approves as a result of these conferences, a program would be inaugurated to begin March 16, 1943, for training Assistant Special Agents in Charge and field supervisors of the field offices in a specially planned administrative school. An effort would be made to conduct this school in such a manner that immediately upon its completion those present could become a part of the in-service school which follows that school so that they could take the administrative course and the in-service school on the same trip to Washington.

(5) On the same date, a school for selected field office clerical employees prepared for the purpose of training these employees in the performance of their field office administrative duties would be inaugurated, with the SACs designating the clerical employees from the field offices to take these courses of training.

The Executive Conference unanimously approved this program.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

cc - Mr. Glavin

WRG:jh

January 21, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Carson, Coffey, Hince, Clegg, Mumford, Rosen, and Glavin, considered the desirability and possibility of the FBI establishing a branch of the Credit Union within the Bureau.

For the Director's information, the Bureau has recently received certain communications from Mr. Karl E. Greene, Treasurer, Federal Credit Union of the Department of Justice, that approximately 50% of the 3500 members of the Justice Federal Credit Union are employees of the Federal Bureau of Investigation and that when the Identification Division is moved from the Department of Justice Building, from 800 to 1000 members of the Justice Federal Credit Union will be included in the move.

Mr. Greene in a communication of December 18, 1942, and in subsequent discussions with Messrs. Tracy and Laughlin, stated that the Department of Justice Federal Credit Union would be pleased to open up a branch of the Credit Union at the Armory for the convenience of our employees who are members of his unit. He again wanted to have the Bureau represented on the Board of Directors. He was advised that we could not recommend a Bureau employee for a chair on the Board of Directors of the Department of Justice Credit Union in view of the tremendous amount of pending work in the Bureau.

The Conference feels that since the FBI employees are going to be members of a Federal Credit Union we should have such a credit union in the Bureau and that it could be in a way financed by the FBI and, if approved, through funds of the Special Agents' Insurance Fund.

The matter of establishing a credit union was discussed in detail with a representative of the Federal Deposit Insurance Corporation under whose jurisdiction the Federal Credit Unions are established. The following steps would have to be taken by the Bureau if we were to establish our own credit union:

We would have to have seven employees sign an application for formation of the union and, in addition, it would be necessary to have approximately thirty-five individuals to be the nucleus of the Credit Union. These thirty-five individuals should be representative of the entire Bureau.

Mr. Nease  
Miss Gandy  
JAN 26 1943

ALL INFORMATION CONTAINED  
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DATE 11/23/90 BY SP5CJ/bca  
#323013

ORIGINAL FILED IN 66-16255-1

Memorandum for the Director

4.

at or shortly after that time.)

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

H. R. Glavin  
Secretary

5) **Magnum Revolvers:** The committee recommended that there should be 2 revolvers assigned to each office.

For the Director's information, a great many of our Agents at the present time own their own magnum revolvers and these weapons are carried in their regular work when there is an element of personal danger.

6) **Miscellaneous Side Arms:** No prescribed number of miscellaneous side arms such as .45 automatic, .38 super-automatic, Detective Special is recommended for any office. The Agent in Charge should have on hand several such weapons for emergency replacement purposes.

For the Director's information, every Agent in the service has his own side arm and there is absolutely no justification for a large stock of such side arms being maintained in the field office.

7) **Hand Cuffs:** The committee recommended that no office should have less than 5 nor more than 25 pairs of handcuffs; that normally there should be one pair of hand cuffs for every 10 Agents. The Conference agrees with the recommendation of the committee in this regard with the proviso that the office hand cuffs be considered over and above any sets of hand cuffs which are assigned to Resident Agents.

8) **Leg Irons:** The committee recommends and the Conference approves assignment of 3 sets of leg irons to each field office in addition to leg irons assigned to the offices in the restraining kits.

9) **Restraining Kits:** A minimum of 2 and a maximum of 3 restraining kits should be in each office.

For the Director's information, there are 1 pair of hand cuffs and 2 pair of leg ~~cuffs~~ <sup>irons</sup> in each restraining kit.

10) **Bullet-proof Vests:** The committee recommended 1 bullet-proof vest for each field office. The Executive Conference recommends that 2 bullet-proof vests be assigned to each field office.

11) **Bullet-proof Shields:** The committee recommended a minimum of 1 and a maximum of 2 bullet-proof shields for each office. The Conference recommended 2 bullet-proof shields for each office.

12) Blackjacks: Every office should have a minimum of 3 blackjacks with no maximum prescribed.

13) Gas Grenades: The Conference recommended that a minimum of 40 flameless gas grenades be maintained on hand in each Field Division.

The Executive Conference approves the recommendations made by the committee as aforementioned with the exceptions of those cases wherein it is definitely stated that the Executive Conference makes other recommendations. Should the Director approve, immediate steps will be taken to see that appropriate assignment of equipment is made to each office.

For the information of the Director in considering the recommendations made by the committee of fire arms men and considering the Chicago office assignments, there is tabulated below the weapons and related equipment assigned to that office and the number of weapons and related equipment that should have been assigned to that office. There are 143 Agents assigned to the Chicago Field Division.

|                        | <u>Should be Assigned</u>     | <u>Actually Assigned</u> |
|------------------------|-------------------------------|--------------------------|
| Sub-machine Guns       | 20                            | 21                       |
| .81 Rifles             | 20                            | 18                       |
| Shot Guns              | 14                            | 6                        |
| Gas Guns               | 4                             | 2                        |
| Magnum Revolvers       | 2                             | 2                        |
| Hand Cuffs             | 14                            | 16                       |
| Leg Irons              | 3                             | 3                        |
| Restraining Kits       | 2                             | 2                        |
| Bullet-proof Vests     | 2                             | 7                        |
| Bullet-proof Shields   | 2                             | 3                        |
| Blackjacks             | No Bureau blackjacks assigned |                          |
| Flameless Gas Grenades | 40                            |                          |

(The Chicago office had approximately 20 flameless on hand and had a number of the regular grenades on hand.

In addition to the equipment in the Chicago office,

2 gas guns and 6 shot guns were being shipped to Chicago

WRG:lrd

January 21, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Quinn Tamm, Coffey, Hince, Mumford, Nichols, Carson, Clegg, Rosen and Glavin considered a suggestion submitted by James T. Neagle, an employee of the Supply Room of the Administrative Division.

Mr. Neagle suggests that the attached forms be no longer multigraphed in the Mechanical Section but that they be typed by the Stenographers at the time the communication is prepared. For the information of the Director the attached forms are used on non-signature mail going from the Bureau.

Mr. Neagle states that at the present time it is necessary to prepare regular letterheads of this form letter, thin white and thin yellow copies, that the printing and the multigraphing is done in the Mechanical Section and this multigraphing procedure requires a lot of work due to the fact that each page of the form has to be run separately and also due to the fact that the manifold copies, particularly the yellow manifold, is extremely hard to run through the Multigraph machines. It takes, on the average, one day to run about five or ten thousand yellow manifold copies, due to the inferior grade of paper and that it is impossible to keep the offices throughout the Bureau supplied with a sufficient amount of these forms. He suggests, therefore, that this form should no longer be printed in the Mechanical Section and that the Stenographers and Typists should, themselves, type in the words which appear on the printed forms. He feels that this change would save both the Supply Room and the Mechanical Section valuable time and space.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Conference considering this matter first is of the opinion that the printed copies of this letter are not necessary and that plain yellow and whites could be used for the copies and would be entirely intelligible. The Conference, in considering the question of printing these forms in the Mechanical Section, divided as follows: Messrs. Nichols, Carson, Clegg and Rosen recommend that the policy presently followed by the Bureau be continued and that the original and copies be printed by the Mechanical Section. They feel that it is better to continue this printing than to waste the time of Stenographers and Typist employees.

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66-2554-1  
NOT RECORDED

#323013

ORIGINAL FILED IN 66-5482-1235-12



AE/bw

January 22, 1943

THE DIRECTOR

The attached suggested Bureau Bulletin with reference to the procedure which should be followed in checking records of Civilian Conservation Corps personnel was approved by the Executive Conference attended by Messrs. Tolson, Glavin, Nichols, Quinn Tamm, Carson, Hince, Clegg, Mumford, and Rosen.

The preliminary information requested will greatly facilitate the search being made by the Omaha Office in these cases.

The Adjutant General's Office of the War Department, CCC Division, has been designated by the War Department as the repository for the records of the CCC for all service commands. This is now located at Omaha, Nebraska.

Respectfully,  
For the Conference

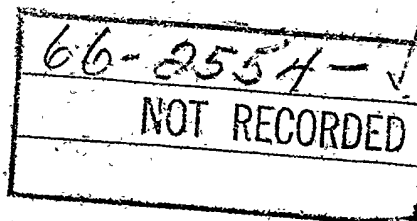
Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
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DATE 11/23/90 BY SP5CJ/62

#323,813



252  
JAN 29 1943

This group selects the nominating officers who in turn select those who are to be placed on the ballot for the election of directors of whom there shall be no less than five, the members of the Credit Committee of three or more, and the Supervisory Committee of three members. The Board of Directors in turn elects from its own members the officers of the Credit Union who are the president, vice president, treasurer, and clerk.

The Credit Committee considers and passes on all loan applications. The Supervisory Committee audits the books at least quarterly and reports to the members annually as to the condition of the Credit Union.

The FDIC representative also suggested we could have an Educational Committee which committee is really a Public Relations Unit of the Federal Credit Union.

This original group of thirty-five should obtain at least 100 members who will pay at least 25¢ each into the Credit Union for membership in the organization and this will be part payment of one share which will be \$5.00.

The representative of the FDIC will be pleased to go into detail concerning the formation of a Credit Union with us and to offer any assistance necessary with regard to the necessary regulations which must be followed.

The representative of the FDIC further stated that if the FBIRA and Agents' Insurance Fund, or either fund, were used in the Credit Union they felt that all employees of the FBI, whether in Washington or not, should be eligible for membership in the Credit Union. This representative also stated that we could start with a capital of \$25.00 and we could lend out every dollar we receive; that we may also borrow and lend 50% of our assets. The FDIC representative felt it would be better for us not to put too much money in the Credit Union from the FBIRA or other funds in the beginning. He believes it would be much more satisfactory if such funds were placed in the Credit Union over a period of time.

With further reference to the loan policies of such a union, I wish to advise that the monthly interest rate on loans must not exceed 1%. Under the Federal Credit Union Act interest not exceeding 1 per cent per month on the unpaid balance can be charged. Further, an employee can borrow funds in the amount of \$100 on his personal signature, with the provision that he has a permanent position; an employee can borrow amounts over \$100 providing he has cosigners on his note; the total amount that can be borrowed is limited only by the borrower's ability to pay the amount in twenty-four months, which is the time-limit set for payment of any note.

The Conference is of the opinion that the Bureau may be compelled to do one of two things to keep our youngsters out of the hands of the loan sharks in or about Washington, D. C.:

1) Establish a Credit Union of our own;

2) Permit the Department of Justice to open a branch at the Armory, since the greater number of the members of the Department of Justice Credit Union are our employees and great confusion would result to our employees if no branch of the Credit Union were in the Armory.

For the Director's information, a great many of our employees who have secured loans through the Justice Credit Union have signed Powers of Attorney to the Justice Credit Union so that their pay checks are turned over to the Justice Credit Union, their payments taken out and the balance of the check given to our employees. This would mean that many of our employees would not receive their checks on payday but would have to come to the Credit Union in the Department of Justice to secure their salaries on payday. The signing of a Power of Attorney is entirely legal and is a practice that has been followed by the Credit Union of the Department of Justice to assure themselves that they are not going to lose any of the money lent. This would mean that many of our employees would not be able to get to the Department of Justice Credit Union before it closed and they would have to take leave to secure their money since the Federal Credit Union Office is not open during the evening hours.

The Conference recommends that we give consideration to establishing a Credit Union of our own and that if such a Credit Union is established that it be established in the Armory to take care of our employees there. In the event the Director approves, steps will be taken immediately to set up this organization.

For the Director's final information, there are attached hereto certain brochures furnished to us by the FDIC.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachments

EPC:  
PAL:IGK

January 26, 1943

THE DIRECTOR

RE: C. W. Network

ALL INFORMATION CONTAINED  
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DATE 11/23/98 BY SP5C/KC

#823,813

The Executive Conference on December 30, 1942, considered the Bureau's needs for the next six months in the small 450 watt model radio transmitter. It was pointed out that WPB had earlier been given a general estimate that our needs for the six months' period would be approximately 50 of these transmitters. The Chief Clerk now finds it necessary to actually place the order for the needs. Mr. Coffey pointed out that on the face of installations already approved by the Bureau plus a conservative reserve it would total 18 transmitters. He was of the opinion, however, that a more adequate reserve allowance would bring the total number needed for the six months' period to 30. Mr. E. A. Tamm and Mr. Ladd pointed out, however, that the Bureau needs during the six months' period, which cannot be forecast at the present time, might nevertheless reach a maximum total equivalent to all the South American republics and all the Bureau's field offices, and it was their opinion that the full total of fifty transmitters which was the number furnished the WPB as being our probable needs should actually be ordered at this time. The Conference was advised that these transmitters cost approximately \$1,500.00 each.

The Laboratory has on order at the present time ten of these small transmitters which will take care of the necessary stand-by transmitters at important stations. This leaves approved installations for which the Chief Clerk has not been able to place an order as follows: San Antonio, Philadelphia, Salt Lake City, Denver, Kansas City, Chicago, Detroit, Buffalo, Savannah, and Houston in the continental United States, and Mexico City, Mexico; Caracas, Venezuela; and Asuncion, Paraguay; which have been considered in the SIS network and are awaiting State Department approval, totaling thirteen transmitters needed immediately.

Mr. Glavin It is contemplated that the Bureau, in the near future, will desire to have another station in Cuba at one of the important ports in addition to that presently in Havana, and four additional stations in Mexico in the principal ports. In addition, one station each in Argentina, Guatemala, Haiti, Honduras, Nicaragua, Panama, and Salvador, making the total contemplated stations in the SIS network twelve.

Mr. Hendon There is the ultimate possibility that the Bureau may desire a radio station in each field office, and there remain at the present time thirty-one field offices for which no stations are contemplated. This makes a total of fifty-six.

Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy cc - Mr. Glavin

NOT RECORDED

ORIGINAL FILED IN 80-64

The majority of the Conference, consisting of Messrs. E. A. Tamm, Coffey, Q. Tamm, Tolson, Carson, Nichols, Rosen, Hendon, Clegg, Glavin, and Tracy, were in favor of placing the full order for fifty transmitters at the present time.

Mr. Nichols partly dissented and was in favor of ordering only thirty at this time.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

LEB:NET

April 28, 1942

ALL INFORMATION CONTAINED  
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DATE 11/23/80 BY SP5C/6C

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kramer, Glavin, Clegg, Hendon, Carson, Rosen, Tracy, and Nichols considered the matter of Bureau booklets which have been prepared for law enforcement officers and agencies to guide them in their cooperation with the Bureau.

It was pointed out by Mr. Nichols that the Bureau has several booklets which have been prepared in previous years. However, the Conference was of the opinion that with reference to the booklets which have previously been prepared, and of which we have a supply at the present time, that they should not be reprepared. Mr. Clegg made the observation that booklets such as "Manual of Police Records" and "A Guide for Preparing Annual Police Reports" were of great importance to local law enforcement officers and agencies and thought that this booklet should be available. It was the belief of the Conference that we have an adequate supply to last for sometime inasmuch as the Bureau is following a very discriminate policy of distributing booklets of this type.

It was the recommendation of Messrs. Tracy and Glavin that no new booklets be prepared or none of those on hand be revised.

Messrs. Tolson, Rosen, Hendon, Clegg, Carson, Kramer, Ladd and Nichols recommended that the white booklet "The Federal Bureau of Investigation", which was formerly known as "The Work and Functions of the Federal Bureau of Investigation", and which is now out of stock, should be revised to fit present day situations and should be prepared with the view of describing the Bureau's work so that law enforcement agencies will know what facilities are available and how to use them. This will be the only booklet in the future that we will use and such matters as the accomplishments, etc. will be deleted from the booklet. If the majority opinion of the Conference is approved, a draft of this booklet will be submitted for approval.

For the Director's convenience, there is attached hereto a list of Bureau publications presently available, together with the date they were printed and the supply in stock.

Respectfully,  
For the Conference,

W. R. Glavin, Secretary  
cc - Mr. Glavin

Clyde Tolson, Chairman

41 MAR 2 1943

JKM:EK

March 6, 1943

THE DIRECTOR

The Executive Conference on March 5, 1943, attended by Messrs. Tolson, Ladd, Nichols, Rosen, Glavin, Coffey, Quinn Tamm, Carson, Hendon, Hince, Piper and Mumford, considered suggestions submitted by the San Juan Field Office which it believed would effect a curtailment in paper work.

SAC Miller pointed out that in custodial detention cases his office frequently receives advice as to the potential dangerousness classification as arrived at by the Department from the Bureau; that a second communication will be received setting out additional investigation requested by the Department; and that a third communication at times will then be received requesting the preparation of a custodial detention card. He suggested that the three separate communications be made the subject of one letter.

This, of course, is impractical since the dangerousness classification when received is transmitted to the field and the Department may or may not subsequently request further investigation. There would therefore be no way of telling whether to hold the first communication to await the second. If the second is received it, of course, must be transmitted to the field so it can perform the work required. Then too the third communication referred to requesting the preparation of a custodial detention card may or not be necessary depending upon the facts. Apparently Mr. Miller has just happened to note some instances where this series of events occurred. Every effort is made to avoid duplication of communications by consolidating all matters pertaining to the same case in one letter, but no rule would appear to be feasible in this instance since when one communication is transmitted, the Bureau has no knowledge of the necessity for the subsequent ones.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

A suggested form letter was also submitted to be used by the field offices in transmitting to the Bureau additional information required in preparation of custodial detention cards. This form would show additional names, aliases, residence address and business address. Experience has shown that the request for corrections and supplementing custodial detention cards is so infrequently required, that the preparation and stocking of a form letter would not be a material saving since it would probably take more time deciding how to handle matters not shown therein than would be saved by having it for the occasional instances in which it exactly covered the requirements.

66-2554-

NOT RECORDED

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DATE 11/23/90 BY SP5CJ/see

# 353,013

ORIGINAL FILED IN 66-2554-1065



Memorandum for the Director

- 2 -

Mr. Miller also pointed out that his office has frequently received from the Bureau photostatic copies of ONI and G-2 reports covering investigations in the San Juan district, and that these duplicate copies previously furnished that office by the local office of ONI or G-2. This situation has now been corrected inasmuch as the distribution made by the local ONI and G-2 offices now appears on the reports themselves so that the Bureau can tell that the field already has a copy. This was not true in the past.

The Executive Conference unanimously concurred in the above conclusions, and if you approve, there is attached a letter for transmittal to the San Juan Offices advising them.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

LBN:AC

March 4, 1943

MEMORANDUM FOR MR. MCQUIRE

It is desired that twenty-five copies of "On The Bureau's News Front" be furnished to every field office as it is issued each week.

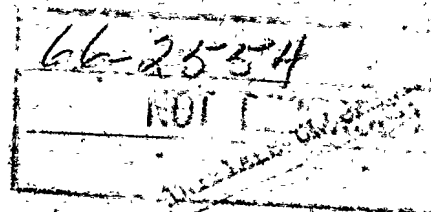
Very truly yours,

John Edgar Hoover  
Director

Approved by the Executive Conference  
consisting of Messrs. Tolson, Rosen, Mumford, Ladd,  
Clegg, Hendon, Aders, Coffey, Quinn Tamm, Piper, Tracy,  
Glavin and Nichols, 3/3/43.

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DATE 11/23/98 BY SP5/bce  
#323013



SP5/bce  
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Destroyed  
C.T. 94-3-2-488x

ORIGINAL FILED IN 94-3-2-488x

AR/bw

January 22, 1943

12339

THE DIRECTOR

<sup>0</sup>  
The Executive Conference attended by Messrs. Tolson, Glavin, Nichols, Quinn Tamm, Carson, Hince, Clegg, Mumford, and Rosen, considered the proposed letter to all Special Agents in Charge with reference to obtaining information reflecting the condition of the bankruptcy work in each office as of the close of business January 31, 1943.

The conference recommended that the proposed letter be transmitted to all Special Agents in Charge, the purpose of the information being to bring this material up to date. It is contemplated that a chart will be prepared in order to recommend the assignment of sufficient personnel to eliminate the existing delinquencies in the investigation of bankruptcy cases, and afford Special Agent Accountants an opportunity to do more accounting work.

Respectfully,  
For the Conference

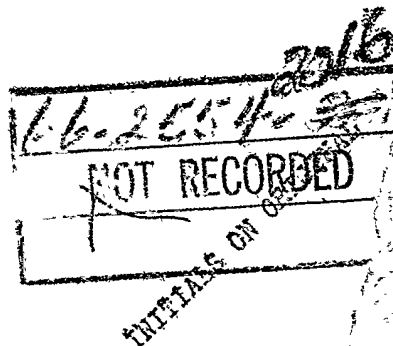
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DATE 11/23/95 BY SP5C/BCE~~  
#323013

Clyde Tolson  
Chairman

H. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols Attachment  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*Handwritten:* 100-25540-3216



52 MAY 28 1943

June 7, 1943

ECM:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Hince, Hendon, Acers, Coffey, Quinn Tamm, Tracy and Glavin considered a suggestion of Mr. O. H. Patterson of the Files Section that single disposition sheets no longer be filed but that they be destroyed.

For the information of the Director, when disposition sheets are submitted by the contributing law enforcement agencies on arrests covered by cards previously contributed by them, these disposition sheets are immediately placed in the fingerprint jacket. If no subsequent record or inquiry is made as to the individual concerned, the disposition sheet will continue to remain in the fingerprint file jacket. However, if another record is compiled or an inquiry made, the disposition is then recorded on the master fingerprint record and the disposition sheet is then forwarded to the Identification Files which are maintained by the regular Files Section of the Bureau. They are broken down geographically by states and towns. The disposition sheets are filed in a city folder together with any correspondence from the particular department.

In one week during which statistics were kept, a total of 14,318 pieces of mail was received in the Identification Division of which 10,737 pieces were disposition sheets. There are seven employees working full time in Identification Files and Mr. O. H. Patterson estimated that if the filing of disposition sheets were eliminated, four employees could be saved.

The Conference pointed out that it is necessary upon many occasions to verify dispositions through checking back on disposition sheets. For example, in preparing Identification Orders all dispositions must be thus verified. Also in compiling Budget material it is necessary to verify the dispositions in the same manner. For these reasons the Conference unanimously recommended against the destruction of the disposition sheets and recommended that we continue to file them as at present.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Harbo  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Piper  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

Respectfully,  
For the Conference

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DATE 11/27/90 BY SP5CJ/bce  
#323,013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

59  
82  
72  
62  
ORIGINAL FILED

51 JUN 24 1943  
Mr. Glavin

LAH:EEH

February 25, 1943

THE DIRECTOR

RE: IMPROVEMENT OF SECTION 14-A MANUAL RULES AND REGULATIONS  
AND CHIEF CLERK'S MANUAL TO INCLUDE HELPFUL DATA REGARD-  
ING CASE CLASSIFICATION, TITLE, CHARACTER OF CASE AND  
NUMBER OF COPIES OF REPORT TO BE SENT TO THE BUREAU.

The Executive Conference considered the following matter  
which was previously considered by the Chief Clerks' Conference and  
by the special Conference of Special Agents in Charge.

The Chief Clerks' Conference suggested the addition of a sub-  
division 6 to Section 14-G of the Manual of Rules and Regulations and to  
the Chief Clerk's Manual to be provided under the heading of Title of  
Reports, as follows:

"In cases involving violation of the National Bank, Federal  
Reserve and Bank Robbery Laws, the title includes the name,  
location of the bank and date of the robbery."

The Special Agents in Charge and Inspectors' Conference  
recommended that Section 14-A of the Manual of Rules and Regulations be  
amended and the Chief Clerk's Manual be amended to show, in addition to the  
classification number for the various cases, the title by type, the number  
of copies of the report to be sent to the Bureau and an example of the  
character of the case when it will not be exactly as that shown in the  
present section. This, it is believed, will be helpful to stenographers  
and clerks in preparing reports.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_ The Executive Conference unanimously approved the above two suggestions.  
Mr. Clegg \_\_\_\_\_ If approved by the Director, appropriate changes will be made in the Manual of  
Mr. Coffey \_\_\_\_\_ Rules and Regulations and the Chief Clerk's Manual.  
Mr. Glavin \_\_\_\_\_ Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey,  
Mr. Ladd \_\_\_\_\_ Hendon, Ladd, Mumford, Rosen, Piper and Hince.  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_ ALL INFORMATION CONTAINED  
Mr. Harbo \_\_\_\_\_ HEREIN IS UNCLASSIFIED  
Mr. Hendon \_\_\_\_\_ DATE 11/27/98 BY SP5CJ/bce  
Mr. McGuire \_\_\_\_\_ #323,013  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_ CC - Mr. Glavin

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

66-2554-  
NOT RECORDED

58 SEP 21 1943

W. R. Glavin, JALS ON ORIGINAL = 8

Secretary \_\_\_\_\_

57 SEP 24 1943 738

ORIGINAL COPY FILED IN 66-1934-2-241

62-19767-3448

February 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Mumford, Coffey, Carson, Piper, Clegg, Hendon, Lingo, Ladd and Quinn Tamm, considered a suggestion submitted by the Bureau's representative at San Salvador, El Salvador to the effect that the booklet entitled the "Classification of Fingerprints" should be translated into Spanish.

It was pointed out that the Bureau at the present time is attempting to become the authority in South America on fingerprint matters and, of course, is experiencing some difficulty because of the extensive use of the Vucetich System. Consequently, it is felt by the majority of the members of the Conference that the distribution of the publication of the Bureau entitled the "Classification of Fingerprints" through South America would be very helpful.

RECOMMENDATION: The Conference with the exception of Mr. Tolson recommends that the Bureau's publication the "Classification of Fingerprints" be translated into Spanish and distributed in South America.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/98 BY SP5CJ/bce  
#323013

Clyde Tolson, Chairman

E. A. Glavin, Secretary

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| 66-2554          |
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| INITIALS ON FILE |

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WRG:1rd

February 10, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Hince, Ladd, Carson, Mumford, Rosen, Nichols, Hendon, Piper, Quinn Tamm, Tracy and Flavin considered a suggestion submitted by Special Agent E. H. Williams of the Des Moines Office pertaining to the cutting down of paper work.

Special Agent Williams states that when a contribution is assessed on the Agents in the field that this money be turned over to the Special Agent in Charge and the names of the Agents and their contribution be forwarded to the Bureau by an appropriate letter which will constitute the record of receipt of the money from each Special Agent so that it would not be necessary to advise each Agent of the acceptance of his contribution.

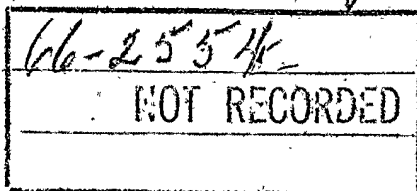
For the information of the Director, at the present time each Special Agent, in submitting his contribution to the Special Agents' Insurance Fund, submits the appropriate form and his contribution. When received in the Administrative Division of the Bureau an appropriate receipt is prepared and forwarded to the Agent so that he has notice that his payment into the fund has been received.

The Conference is of the very definite opinion that in this particular matter the present policy followed by the Bureau should be continued, the Conference feeling that it is essential when an employee pays money into the fund that he get a receipt for the payment made.

Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_ Subject to the Director's approval of the Conference's decision  
Mr. Glavin is attached hereto a communication to Special Agent Williams concerning this matter.

Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_



Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

INITIALS ON ORIGINAL - 3

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 11/27/98 BY 3456/ase  
#363013

61 FEB 17 1943

ORIGINAL FILED IN 66-2554-1



PC:211

February 1, 1943

THE INTEGRAL

The Conference on February 9, 1943, consisting of Messrs. Tolson, Rosen, Harford, Ladd, Hince, Clegg, Hendon, Carson, Glavin, Tracy, E. Tamm, Coffey, and Nichols, considered a 27-page bulletin for the field submitted by Mr. Coffey which reviewed the technical equipment assigned to the field. The conference was advised that this bulletin has already been submitted to and reviewed in detail by Messrs. Clegg, Glavin, Ladd, and Rosen. Mr. Coffey explained that the purpose of the bulletin was to bring to the attention of the field at this time for review purposes all of the technical equipment assigned for investigative purposes.

The bulletin was returned to the Conference for further consideration by Mr. Hendon on February 12, 1943. The Conference agreed with Mr. Hendon that the total number of each type of equipment owned by the Bureau might be better eliminated from the bulletin. The Conference, including Mr. Hendon, agreed that it was proper to retain in the bulletin the instructions on lack equipment.

The Conference unanimously approved the issuance of the bulletin.

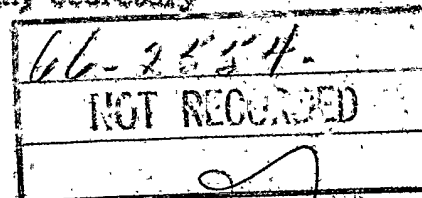
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/22/1984 BY SP5C/164  
#323413

Respectfully,  
For the Conference

Clyde Tolson, Chairman

L. E. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 66-9648-11

EPC:RHK:GWH

February 22, 1943

(Rewritten March 15, 1943)

## THE DIRECTOR

The Conference, on February 9, 1943, considered the desirability of establishing a branch of the Technical Laboratory on the West Coast. Those present were Messrs. Tolson, Rosen, Mumford, Ladd, Hince, Clegg, Hendon, Carson, Piper, Glavin, Tracy, Q. Tamm, Coffey, and Nichols.

Mr. Coffey suggested a plan for setting up a Laboratory at a point on the West Coast, preferably San Francisco, on a "loan basis." Sufficient equipment and personnel would be moved from the Washington Laboratory to the San Francisco laboratory to do the work out there. About 1800 square feet of suitable space would be sufficient for the Laboratory offices under this plan, and it was estimated that the rental cost of such space would be approximately \$4,000 a year. Inasmuch as the personnel and most of the equipment would be taken from Washington, additional costs would be very nominal. There is set forth below a cost statement. It will be observed that there is deducted from the total cost figure of \$65,850 the amount of \$50,200, which, it is estimated, represents the cost of the equipment and personnel which would be moved out to the West Coast from Washington and thus would not be charged against the Washington expenses.

| <u>West Coast Laboratory</u> | <u>Installation Cost</u> | <u>Operational Cost per Year</u> |
|------------------------------|--------------------------|----------------------------------|
| Mr. Tolson _____             |                          |                                  |
| Mr. E. A. Tamm _____         |                          | \$4,000                          |
| Mr. Clegg _____              |                          | \$6,500                          |
| Mr. Coffey _____             |                          |                                  |
| Mr. Glavin _____             | \$3,100                  |                                  |
| Mr. Ladd _____               | 2,780                    |                                  |
| Mr. Nichols _____            |                          | 2,370                            |
| Mr. Rosen _____              | 5,300                    |                                  |
| Mr. Tracy _____              | 1,800                    |                                  |
| Mr. Carson _____             | \$12,980                 | \$52,870                         |
| Mr. Harbo _____              |                          | 12,980                           |
| Mr. Hendon _____             |                          | \$65,850                         |
| Mr. McGuire _____            |                          |                                  |
| Mr. Mumford _____            |                          |                                  |
| Mr. Piper _____              |                          |                                  |
| Mr. Quinn Tamm _____         |                          |                                  |
| Mr. Nease _____              |                          |                                  |
| Miss Gandy _____             |                          |                                  |
| <b>Total for First Year</b>  |                          |                                  |

cc - Mr. Glavin

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5CJ/KC

# 3230 13

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-262-312

ECR:as

February 10, 1943

MR. LADD

RE: OBTAINING INFORMATION FROM RATIONING  
BOARDS IN SELECTIVE SERVICE CASES

On February 1, 1943 there were 47,281 origin Selective Service cases pending in the field, which represents an increase of 3,395 since January 1, 1943. During January 11,730 origin cases were received and 9,435 were closed. In view of the instructions of the Director of Selective Service to all local boards to immediately refer cases to the United States Attorneys for investigation by the Bureau after they have been unable to locate them during the six weeks publicity drive that is to close on February 15, it is believed that several thousand more cases will be received in February than were received in January.

In view of the necessity of locating the thousands of delinquents already reported to the Bureau and the thousands expected to be received in the immediate future, it is felt that every feasible device should be utilized without delay. Information received from the Social Security Board is proving quite effective in locating delinquents who have been out of contact with their local boards for six months. It is believed that the records of the rationing boards might supply valuable information which could be used effectively in locating delinquents who have been out of contact for a shorter period than six months and who could not be located through the records of the Social Security Board.

On October 17, 1943 the Executive Conference disapproved a request submitted by SAC Guinane of Birmingham to circularize the sugar rationing boards in the State of Alabama. Mr. Guinane stated that he intended to submit the names of Selective Service delinquents to all rationing boards and request that they furnish information concerning any person of a similar name. Mr. Guinane was told that such a circularization was believed not to be advisable as the results obtained would not be commensurate with the amount of work involved both on the part of Bureau personnel and the personnel of the rationing boards.

Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_ due to the increased emphasis on the handling of Selective Service cases  
Mr. Rosen \_\_\_\_\_ which has been brought about by the pressing need for men in the armed forces,  
Mr. Tracy \_\_\_\_\_ it is thought that the Executive Conference might decide to make a general survey of  
Mr. Carson \_\_\_\_\_ problem with the view of deciding what use might be made of the storehouse of  
Mr. Hendon \_\_\_\_\_ information available in the files of the OPA. For consideration the  
Mr. McGuire \_\_\_\_\_ following plans are submitted:

U. S. DEPARTMENT OF JUSTICE

Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/80 BY SP-5 C/Vce  
# 323,013

ORIGINAL FILE IN 66-2554-2021

1. That the cooperation of OPA be obtained to require persons within the draft age to present their registration certificates and their classification cards before being issued any type of rationing cards. If such a plan is considered feasible, it might be suggested to the Selective Service System that it give consideration to obtaining such cooperation.

2. That the cooperation of the OPA be obtained in permitting the circularization of the rationing boards with the lists of Selective Service delinquents by the field offices. It is to be noted that the rationing records contain a description which could tie into the description available on the records of the Selective Service boards, making an identification possible.

3. If neither of the above suggested plans are considered feasible, it is suggested that consideration be given to instructing the field to check with rationing boards to ascertain the present address of Selective Service delinquents or for persons wanted on other violations. Inasmuch as the OPA regulations may prohibit its files from being made available, it might be desirable to discuss this matter with the OPA here in Washington before issuing instructions. It is understood that the rationing record follows the individual as he moves and a record is kept of the place to which the record is sent, making it possible for the person to be traced through this record.

It is suggested that complete information be obtained concerning the administrative handling of these files as it would affect the investigative technique in utilizing these records.

Respectfully,

B. H. Cunningham

JOHN EDGAR HOOVER  
DIRECTOR



Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

March 3, 1943

CC-287

Mr. Tolson ✓  
Mr. E. A. Tamm ✓  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin ✓  
Mr. Ladd ✓  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy ✓  
Mr. Carson ✓  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Beahm \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

~~SECRET~~

MEMORANDUM FOR THE DIRECTOR

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 11-17-2010

Classified by SP5ci/bce  
Declassify on: OADR 9/22/90  
# 323013

At a meeting of the Executive Conference on March 2, 1943, attended by Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Clegg, Tracy, Piper, Quinn Tamm, Coffey, Acers, Rosen, Mumford, and Ladd, the question was raised as to whether copies of the monographs on South American countries should be furnished to Mr. Thurston in London to be given to [ ] which is Lord Rothschild's section. It was pointed out to the Conference that Mr. Thurston could use this material in trading and building up an approach for the purpose of obtaining the available material from [ ] (S)

Messrs. Tolson, Glavin, Hendon, and Clegg, were opposed to furnishing this material to [ ] while Messrs. E. A. Tamm, Tracy, Quinn Tamm, Coffey, Rosen, Piper, Acers, Mumford, and Ladd were in favor of sending this material to Thurston for [ ] (S)

The question as to whether these monographs should in the future be furnished to [ ] in the United States was also discussed at the Conference. Messrs. Tolson, Glavin, Tracy, Piper, Hendon, and Acers were of the opinion that no further material of this nature should be furnished to [ ] while Messrs. E. A. Tamm, Quinn Tamm, Coffey, Rosen, Mumford, and Ladd favored furnishing this material to [ ] (S)

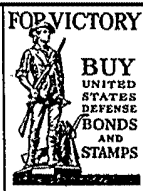
Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554-2022  
13 APR 3 1943  
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~~SECRET~~



ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE.

59 APR 29 1943

I think Thurston should be given the material & not [ ]

o mam  
p  
y

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

EPC:AF

March 20, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on March 19, 1943, Messrs. Rosen, Hendon, Ladd, Carson, Piper, Mumford, Nichols, Coffey, Hince, Glavin and E. A. Tamm present, considered the recommendation of Mr. Coffey that a larger X-ray unit be purchased for use in the Laboratory. Mr. Coffey advised that the Bureau is presently equipped with two small portable units and that until recently they have satisfactorily served our needs. War fraud cases are, however, presenting new problems in increasing numbers. Within the past month at least four such cases have been handled, in which the examination for hidden cracks and defects was vital. It was possible to handle three of these successfully in the Laboratory with existing equipment but the fourth case is of such a nature that our existing equipment will not penetrate the metal involved and we will have to seek outside assistance. Mr. Coffey forecasts that additional cases of this latter type will be received.

The equipment costs approximately \$2800 and is described in detail in the attached specifications.

The Conference was unanimous in approving the acquisition of this equipment.

Respectfully,  
For the Conference,

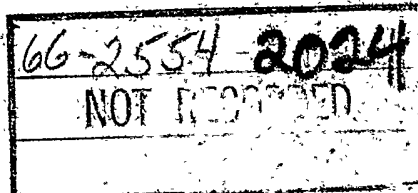
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DATE 12/27/94 BY SP5C/LB/2

#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin



60 APR 15 1943

ORIGINAL FILED IN 80-11-521

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FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 20, 1943

MEMORANDUM FOR THE DIRECTOR

*min*  
The Executive Conference on March 19, 1943, Messrs. E. A. Tamm, Rosen, Hendon, Ladd, Carson, Piper, Mumford, Nichols, Coffey, Hince, Glavin present, considered the recommendation of Mr. Coffey that there be obtained for the Laboratory a Recordak Automatic Camera at an approximate cost of \$1200. The Conference was advised that in the chamfering unit a Photorecord camera is now used which is the same as that furnished all Bureau field offices, namely, a portable model which can be taken down and put in a carrying case. This piece of equipment is used almost continuously throughout each day in the Laboratory, making as many as 2,000 exposures in a single day. The equipment, being primarily portable, was not intended for such volume work and it is beginning to fail and break down frequently.

The Conference was advised that the Recordak unit now recommended by Mr. Coffey is more of a fixed installation and much more substantial than the portable, being of the type used by large banks for photographing checks, etc.

The Conference was unanimously of the opinion that the equipment recommended should be acquired.

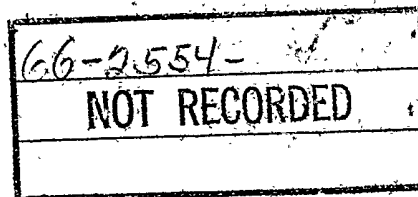
Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/90 BY SP5/ace  
#328015

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin



APR 16 1943

RECEIVED

ORIGINAL FILED IN 80-4-57-20K



JKL:BK

March 27, 1943

THE DIRECTOR

The Executive Conference on March 26, 1943, attended by Messrs. E. A. Tamm, Ladd, Rosen, Tracy, Coffey, Hince, Carson, Piper and Mumford, considered the issuance of a Bureau bulletin proposed by Supervisor Grant Stetter advising Agent personnel that since the Bureau no longer submits parole reports, they should keep in mind the fact that they may communicate with the Bureau by letter to advise of extraordinary cooperation on the part of a person sentenced pursuant to statutes within the Bureau's jurisdiction, and suggesting that the matter be called to the attention of the Bureau of Prisons for appropriate consideration.

Mr. Stetter proposed that the Agents be advised that although they should under no circumstances inform a subject that the Bureau will assist him in obtaining a parole, it would be permissible to inform him that his cooperative attitude would be brought to the attention of the Bureau of Prisons for appropriate consideration. He felt that such a circumspect statement to subjects of investigation would lead to greater cooperation.

The Conference was unanimously opposed to the suggested bulletin on the basis that it might be misinterpreted and lead to embarrassment because of false claims of promises made by Agents to subjects of Bureau cases.

If you concur with the opinion of the Executive Conference, no further action in the matter will be taken at the present time.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/27/90 BY SP5C/16C  
#323,813

66-2554  
NOT ORIGINAL  
DETAILS OF ORIGINAL

U.S. DEPARTMENT OF JUSTICE  
RECEIVED  
MAR 30 1943

MEMORANDUM FOR THE DIRECTOR

- 2 -

With reference to Item #3, the study of the mechanical equipment, etc., we have done this continuously. We make studies of automotive equipment in the field, transfer this equipment monthly as needed and we have made complete studies of typewriters, adding machines, dictating machines, electrical equipment, firearms, ammunition, etc., and have had surplus lists prepared after each inventory so that the equipment in the field can be utilized to its best advantage at all times.

With reference to item #4 concerning obsolete records, we in the Bureau do not feel that any of our investigative records can be considered as obsolete. With reference to administrative records, we are continuously studying these records to definitely ascertain the records which should not be included in our files so that we would not have to look toward the destruction of these particular records at a later date since their not being included in the files eliminates necessity for destruction later.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

March 24, 1943

~~STRICTLY CONFIDENTIAL~~

TO ALL SPECIAL AGENTS IN CHARGE:

RE: COOPERATION OF CONVICTED SUBJECTS

When more than ordinary cooperation is obtained by Bureau Agents from persons who have been investigated and sentenced to a Federal institution this should be brought to the Bureau's attention so that it may be referred to the Bureau of Prisons for appropriate consideration.

In view of the fact that the Bureau no longer prepares parole reports it is particularly important that this be done since it is believed that the word will soon spread that cooperation with the Bureau is beneficial to the convicted criminal.

Under no circumstances should a convict be informed that the Bureau will assist in obtaining a parole for him. However, a prisoner can be informed that his cooperative attitude will be brought to the attention of the Bureau of Prisons for appropriate consideration. When such a statement is made to a prisoner the results obtained should be brought to the Bureau's attention by letter with a request that the information be relayed to the Bureau of Prisons.

Very truly yours,

John Edgar Hoover  
Director

Mr. Tolson \_\_\_\_\_  
Mr. E.A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

DECLASSIFIED BY *SP5ci/bce*  
ON *11/27/90*  
*#323013*

*Enclosure 66-2354 -*

*AS*  
OK

WRG:ATV

March 24, 1943

THE DIRECTOR

<sup>0</sup>  
The Executive Conference consisting of Messrs. Rosen, Carson, Coffey, Piper, Hince, Mumford and Glavin considered a communication received from SAC Stein of the St. Paul, ~~Wisconsin~~ Office that the Director address certain communications to representatives of radio stations and newspapers in Duluth and Minneapolis, Minnesota and Superior, Wisconsin expressing the Bureau's appreciation for their cooperation in the field Emergency Personnel Program.

The Conference is of the unanimous opinion that Mr. Stein could better handle this matter personally and recommends that he personally contact the individuals who were of assistance to the Bureau in this particular program and express personally to them the Director's deep appreciation for their assistance.

Subject to the Director's approval, there is attached hereto such a communication to SAC Stein.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5UJ/ce  
#323,013

Respectfully,  
FOR THE CONFERENCE,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Attachment

|              |
|--------------|
| 66-2554-     |
| NOT RECORDED |

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-431

LAH:EEH

March 22, 1943

THE DIRECTOR

The Executive Conference considered the printed invitation which has, as a matter of custom, been printed for the use of the members of the graduating class of the FBI National Police Academy for the purpose of inviting their superiors back home to attend the graduating exercises.

This invitation carries the following phraseology:

Mr. J. Edgar Hoover, Director of the Federal Bureau of Investigation, and the Graduating Class cordially invites you to the Graduation Exercises of the F B I National Police Academy Saturday morning, April Tenth, Nineteen Hundred Forty-Three, at ten-thirty o'clock in the Departmental Auditorium, Constitution Avenue between 12th and 14th Streets, Northwest, Washington, D. C.

Mr. Hince suggested to the Conference that there was a possibility that the Bureau might be subject to some criticism for inviting persons located throughout the country to come to Washington for one-half day for a graduation exercise because of the policies which have been established by the Office of Defense Transportation which recommended that only essential travel be performed.

The Conference, those present Messrs. E. A. Tamm, Glavin, Ladd, Hendon, Nichols, Rosen, Carson, Piper, Mumford and Hince, recommended that the wording be changed as follows:

Tolson \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

The Graduating Class cordially invites you to the Graduation Exercises of the F B I National Police Academy Saturday morning, April Tenth, Nineteen Hundred Forty-Three, at ten-thirty o'clock in the Departmental Auditorium, Constitution Avenue between 12th and 14th Streets, Northwest, Washington, D. C.

If approved, the necessary revision will be made.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5CJ/6ce

#323073

Respectfully,

For the Conference,

Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

APR 15 1943

WRG:ATW

March 20, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, Nichols, Hince, Piper, Coffey and Glavin considered the suggestion advanced by Special Agent Huston of the Chief Clerk's Office concerning the Digest of Decisions relating to National Banks.

It was pointed out that there is a new volume of this Digest available now, Volume #5. The Bureau has had Volumes 1 through 4 and has distributed them to Special Agent Accountants; however, we have been unable to secure any additional copies. Mr. Huston recommends that only 80 copies of Volume 5 of the Digest of Decisions be secured for the use of the Bureau and he further recommends that each field office be supplied with a complete set of the books, as well as a copy of the National Bank Laws as of July, 1940. In the case of larger offices, several sets can be supplied, that we can recall from the various Special Agent Accountants those volumes they presently have in their possession. The sets can be maintained in the field offices and in the offices of the supervisors and officials who handle accounting work at the seat of government. The Accounting Supervisor and the head of the

Mr. Tolson Accounting Unit, Special Agent Nugent, state that the Mr. E. A. Special Agent Accountants do not carry these books around Mr. Clegg with them on road trips and if copies are available at the Mr. Coffey field offices that should be satisfactory.

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

The Conference, therefore, recommends the suggestions advanced by Special Agent Huston be approved.

Respectfully,  
FOR THE CONFERENCE,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5C/bce  
# 323,013

ORIGINAL FILED IN 66-33344-166

WRG:lrd

March 13, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Rosen, Piper, Quinn Tamm, Nichols, Ladd, Carson, Hince, Mumford, Tracy, Acers and Glavin considered certain suggestions advanced by Mr. Clegg:

(1) Mr. Clegg pointed out that the Treasury Department has attached to the Office of the Secretary a Procedure and Planning Staff. This staff studies forms and consolidates forms of various types for the purpose of uniformity and economy.

(2) This staff studies personnel needs and makes recommendations accordingly.

(3) It also studies mechanical equipment and makes recommendations for uniformity, simplification, the location of needed equipment and the transfer to various sections where surplus material are found.

(4) Further, this staff locates obsolete records and takes steps toward having them destroyed to make file space available.

With reference to this particular Procedure and Planning Staff, the Bureau feels that the studies being made by it cover all the matters covered by the Procedure and Planning Staff personnel of the Treasury Department.

For instance, with reference to item #1, the study and consolidation of forms of various types for the purpose of uniformity and economy, the Bureau continuously makes such studies under the supervision of the Training and Inspection Division and many obsolete forms have been eliminated and uniformity in the preparation of forms has been established for the field and the Seat of Government.

With reference to item #2, the Bureau continuously studies its personnel needs and makes recommendations accordingly so that we can best perform our work at the present time.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/90 BY SP5C/6ce  
# 323,013

ORIGINAL FILED IN 66-2554-1



St. Paul, Minnesota  
March 16, 1943

Director, FBI

Dear Sir:

Re: EPP APPLICANTS

On March 3, 1943 Special Agent WALTER SIRENE conducted interviews for Bureau positions under the EPP Applicant Program at Duluth, Minnesota. Prior to Agent SIRENE'S assignment at Duluth, considerable publicity was given to these interviews by various radio stations and newspapers in the Duluth-Superior vicinity. Due to this publicity, a large number of favorable applicants applied for positions and the assignment was carried out with a greater degree of success than had been the case on previous visits to this area by Agent SIRENE.

Special Agents GORDON A. PHILIPS and WILLIAM C. SENNETT, assigned to the Resident Agency at Duluth, were largely responsible for the splendid cooperation granted the Bureau by the press and radio. The following persons cooperated with these agents:

Miss ELINOR BARNEY, Radio Station WEBC, Duluth, who devoted a quarter hour program describing the qualifications and requirements necessary for this work as well as putting on spot two minute announcements over a one week period.

ROBERT D. KENNEDY, Manager of WDSM, Androy Hotel, Superior, Wisconsin, who provided a series of two minute spot announcements for a one week period.

Miss JUDY LANGE, Public Relations and Publicity Director, Radio Station KDAL, Duluth, who devoted a quarter hour program describing the positions.

RAY SICARD, "Duluth News Tribune" City Editor, Duluth, RALPH M. MASON, "Superior Evening Telegram" City Editor, Superior, Wisconsin and JULIAN C. GINGRAS, "Superior Evening Telegram", Superior, Wisconsin who all assisted in giving the assignment a great deal of news space in their respective newspapers.

In view of the excellent cooperation extended Agents PHILIPS and SENNETT and considering the possibility of a future visit to this area by Agent SIRENE, it is respectfully requested that the Bureau send letters of appreciation to the persons aforementioned.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5CJ/bce

4/30/13

ENCLOSURE

66-2504

Page 2  
Letter to Director  
Re: LPT APPLICANTS  
March 18, 1943

Agent SIRENE also requests that a letter of appreciation be forwarded to CEDRIC ADAMS, "Minneapolis Star Journal", Minneapolis, Minnesota. Mr. ADAMS on several occasions in the past four months made announcements concerning the EPP program over his regular news broadcasts through Radio Station WCCO in Minneapolis, Minnesota.

Mrs. FLORENCE MURPHY, Radio Department, "Minneapolis Star Journal", Minneapolis, Minnesota has also made several announcements, at the request of Agent SIRENE, on her program, 'Newspaper News', over WCCO. It is accordingly requested that a letter of appreciation be directed to her.

During the past five months the Nicollet Hotel in Minneapolis has been particularly cooperative with Agent SIRENE as this hotel has been used on five occasions for interview purposes. The clerks, employees at the hotel switchboard, and other hotel employees rendered valuable assistance to SIRENE. A letter to NEIL MESSICK, Manager of the Nicollet Hotel, Minneapolis, Minnesota is requested.

No charges were made for any of the previously mentioned radio or newspaper publicity.

Very truly yours,

GAP:JMS:rmw

C. W. STEIN  
SAC

KMP:FF

March 26, 1943

THE DIRECTOR

*main*

The Executive Conference on 3/25/43, comprising Messrs. E. A. Tamm, Glavin, Nichols, Coffey, Hendon, Mumford, Tracy, Rosen, Hince, and Piper, considered the designation of the following Supervisory Officials for attendance at the Assistant SAC School convening on April 5 and April 12, 1943: T. J. Donegan and Harry Kimball of New York; J. W. Vincent of Los Angeles; H. C. Van Pelt of San Francisco; and B. F. Wiand, Supervisor of Major Cases, New York City.

It was noted that B. F. Wiand relieved Mr. Donegan in the latter's absence.

The conference unanimously agreed that T. J. Donegan and J. W. Vincent should not attend the Assistant SAC School. The conference unanimously approved the attendance of Harry Kimball, New York, H. C. Van Pelt, San Francisco, and B. F. Wiand, New York, for attendance at the Assistant SAC School.

Respectfully,  
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5CJ/bce  
#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*c/c: Glavin*

Cyldo Tolson  
Chairman

W. R. Glavin  
Secretary

|                      |
|----------------------|
| 66-2554-             |
| NOT RECORDED         |
| INITIALS ON ORIGINAL |

ORIGINAL FILED IN 1-3-774

*W*

58 APR 12 1943

le  
SJT:eio

March 25, 1943

THE DIRECTOR

RE: Identification Division,  
Training Division  
Armory Building

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Nichols, Hendon, Carson, Piper, Rosen, Mumford, Hince and Tracy, considered the question of permitting smoking in the National Guard Armory Buildings.

The Conference was advised that the main building entrance is through the Training Building and the use of the main lobby by agents as a smoking room has resulted in a very unsatisfactory condition in that the odor of stale smoke is very obnoxious and there is no adequate ventilation. The Conference voted to forbid smoking in this main lobby.

With reference to the Identification Division, the Conference was of the unanimous opinion that smoking should be prohibited in the main lobby of the Administrative Building, this being the main entrance to Division One.

The Conference also unanimously recommended that smoking be prohibited in all parts of the Identification Division with the exception of lobbies and rest rooms excluding the main lobby in the Administrative Building.

Mr. Tolson \_\_\_\_\_  
Mr. E.A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/95 BY SP5C/BJC  
#323073

Respectfully,  
For the Conference

66-2554-  
NOT RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC - Mr. Glavin

22

66-15458-213

AR:JSE

March 24, 1943

THE DIRECTOR

The Executive Conference, those in attendance being Messrs. E. A. Tamm, Tracy, Mumford, Ladd, Nichols, Hendon, Coffey, Carson, Hince, Glavin, and Rosen, considered and approved the attached proposed bulletin to the Field with reference to the necessity on the part of the Bureau for particular attention to its White Slave Traffic Act jurisdiction with the purpose in mind of developing violations by individuals near military and naval establishments.

Respectfully,  
For the Conference

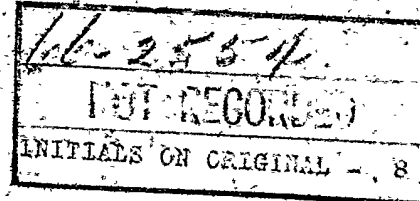
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/27/88 BY SP5 C. J. Rose  
#323,213

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin Attachment  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



23D  
57 APR 21 1943

ORIGINAL FILED IN 66-2584-231

LBN:JS

March 28, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tracy, Hince, Coffey, Mumford, Piper, Hendon, Rosen, Ladd, Carson, Glavin, E. A. Tamm and Nichols considered the matter of coding outgoing teletypes.

Mr. Nichols pointed out that there was considerable insecurity in teletype at the present time and mentioned one teletype had gone out requesting the installation of a technical surveillance.

It was the unanimous recommendation of the Conference that the responsibility of determining whether an outgoing teletype should be coded rested upon the Unit or Division Head and that whenever a message was of an extremely confidential nature it should be coded.

A memorandum is attached to all Division Heads.

Respectfully,  
For the Conference,

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

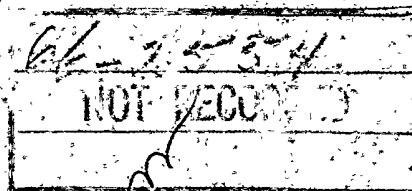
DATE 12/27/01 BY SP5C/lsc

#323073

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy CC - Mr. Glavin  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



INITIALS OF ORIGINATOR

LAH:AMH

March 30, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Mumford, Tracy, Piper, Hendon, Nichols, Coffey, Glavin and Hince being present, considered the suggestion made by Special Agent Robert A. Carvey that the Bureau authorize the use of a form to be furnished by the Bureau for the purpose of indexing names of persons which appear in the report being dictated by the Special Agent.

The present policy is for the Special Agent when dictating the report to dictate the names to the stenographer.

Recommendation:

The Conference could see no benefit to be obtained by adding another type of form and another administrative regulation. The Conference agreed that it would be preferable to have the Training Division, during the course of instruction on report writing, to indicate clearly the necessity for indexing the names of pertinent persons appearing in the investigative reports.

The Conference also unanimously recommended that there be added to the Manual of Rules and Regulations a section, IIR, (5) n., the following, "Names to be Indexed." This section of the Manual of Rules and Regulations ties in with the sequence in which reports are to be dictated and when referred to by the Special Agent will automatically call his attention to the necessity for indicating to the stenographer the names of persons who are to be indexed.

Mr. Tolson \_\_\_\_\_ If approved, an appropriate Manual change will be made.

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554  
NOT RECORDED  
J. P. [Signature]

ORIGINAL FILED IN 66-2554



c  
o mam  
p  
y

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 31, 1943

EPC:AF

MEMORANDUM FOR THE DIRECTOR

The Conference on March 24, 1943, considered the request of the Detroit office for 12 sets of lock-picking tools. Mr. Coffey advised that heretofore the lock-picking tools which are made up in sets in a small metal container have been furnished only to those Special Agents who have been given extended training in lock work in connection with chamfering training. He was of the opinion that if any field offices should have the sets then all should have them.

The cost of a set of these tools is \$1.75.

The Conference, consisting of Messrs. E. A. Tamm, Rosen, Tracy, Mumford, Piper, Hendon, Coffey, Nichols, Glavin, and Hince, was unanimously of the opinion that two sets of these tools should be furnished to each office.

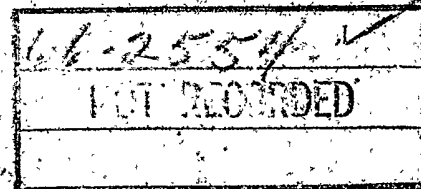
Respectfully,  
For the Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/88 BY SP5/BJE  
#325813

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin



ORIGINAL FILED IN 62-50904-204

LAH:MMH

March 24, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Mumford, Piper, Carson, Ladd, Hendon, and Hince, considered the question of supervision of Special Agents housed in the dormitory at the Armory. It was called to the attention of the Conference that the Director had issued, through Mr. Tolson, the following instructions:

- (1) Fifty New Agents should be quartered at the Armory; that is, two classes of 25 Agents each.
- (2) A twelve o'clock lights out rule should be established.

Mr. Hince suggested that the responsibility for the supervision of the dormitory space and the occupants be placed in a single Special Agent selected from among the Counselors, with the assignment rotating on a monthly basis. The Conference, with the exception of Mr. Rosen, agreed that one individual should have the responsibility although there would be no objection to the rotating of the assignment. However, there should be one individual in charge and responsible for any one given period. There would be no objection to using a Counselor on this assignment inasmuch as the assignment itself would not be a full-time job.

Mr. Rosen felt that it was unnecessary to designate a supervising Agent from the Bureau staff, but that members of the class should be rotated in taking charge of the dormitory. Other members of the Conference were of the opinion that a real supervisor and not a member of the class should be responsible.

Mr. Tolson  
Mr. E. A. Tamm

Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

If the Director approves, a schedule for the assignment of supervisors of the dormitory at the Armory will be prepared by the Training Division with the assignment rotating on a monthly basis and single Counselors only used.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/98 BY SP5C/16ce  
#323,613

cc: Mr. Glavin

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2,554  
NOT RECORDED

ORIGINAL FILED IN 66-2,554-179

APR 17 1943

LAH: EEM: MTS

March 11, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Physical Instructor H. A. Myers that the Bureau reconsider its previous decision not to permit boxing or wrestling in New Agents' classes.

Mr. Myers states that although the Bureau has previously declined to authorize such training, this might now be made possible by using unbreakable nose, mouth, jaw, and ear protectors now available which would prevent injury. The Conference was opposed to this procedure on the grounds it would give rise to injuries and because there is not sufficient need for this type of instruction.

Those present were Messrs. Glavin, Piper, Q. Tamm, Nichols, Carson, Mumford, Rosen, Acers and Hince.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Folsom \_\_\_\_\_  
E. A. Tamm \_\_\_\_\_  
Clegg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Nease \_\_\_\_\_  
s Gandy \_\_\_\_\_

*Final letter  
replied*

RECEIVED  
MAR 12 1943  
U.S. DEPARTMENT OF JUSTICE

March 18, 1943

RCH:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Ladd, Glavin, Nichols, Tracy, Coffey, Hince, Piper, Mumford, Carson and Hendon reconsidered the suggestion of Physical Instructor H. A. Myers that boxing and wrestling courses be given in New Agents classes.

The Conference was of the unanimous opinion that instruction should not be given for the following reasons:

1. Such instruction creates unhealthy rivalry which leads to enmity and in turn injuries.

2. For all practical purposes it is impossible to give effective boxing to men of the age of our New Agents and while instruction would afford good exercise it is felt that calisthenics and the present routines afford even better exercise.

3. Boxing and wrestling are not necessary in connection with the work of an agent except under most rare circumstances because it is felt that our men should not engage in such combat. Instead where resistance is given to arrest the man, utilize the various restraining equipment, blackjacks or in extreme cases firearms.

4. It was further felt that because of the large space required to give instruction if this type the amount of exercise which all members of the class could obtain during allotted time would be materially reduced.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

CC - Mr. Glavin

LAH:DEM

March 29, 1943

THE DIRECTOR

Mr. Hince suggested and the Executive Conference approved the use of the Number Three Field Register for the purpose of maintaining a record of the attendance of Special Agents at In-Service training courses.

It was pointed out to the Conference that members of the In-Service courses are frequently called out to interview Bureau officials and inasmuch as the In-Service supervisory position has been abolished, it would be advisable to adopt safe-guards to maintain the attendance of all members of the classes.

Mr. Hince also suggested and the Executive Conference approved having members of New Agents' Classes sign the Form Number One Register each morning in order to get them into the habit of signing this register, a requirement which they must follow when they report to the Field.

It was contemplated that these records be temporary ones and that they be destroyed as each class completes its session.

Those present were Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Mumford, Rosen, Nichols and Hince.

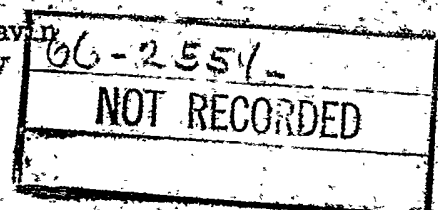
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/90 BY SP5C/W/102  
#323013

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



LBN:RC

March 27, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tracy, Hince, Coffey, Mumford, Piper, Hendon, Rosen, Ladd, Carson, Glavin, E. A. Tamm, and Nichols, considered Mr. Nichols' suggestion that additional engineers re-survey the location of the Bureau radio station WFBX located near South Natick, Massachusetts, which is about twelve miles from the Boston Office, to determine whether or not the station could be moved into the Bureau's office in Boston.

The Conference was unanimously in favor of taking the steps necessary to install radio transmitters in Bureau offices and recommended that radio engineers be detailed to re-survey the station in Boston.

Respectfully,  
For the Conference

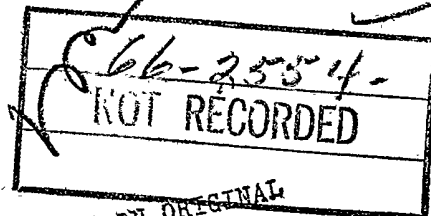
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HEREIN IS UNCLASSIFIED  
DATE 11/27/90 BY SP5C/H

#323,013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy CC- Mr. Glavin  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



INITIALS ON ORIGINAL

53 MAY 6 1943

ORIGINAL FILED IN 80-641-58

March 25, 1943

LAH:TEM:JGK

THE DIRECTOR

RE: APPENDIX TO FIELD CLERK'S MANUAL  
CONTAINING ALL APPROVED FORMS

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge.

The Chief Clerks' Conference and the Conference of SACs and Inspectors unanimously recommended that there be prepared an appendix to the Field Clerical Manual to contain all approved Bureau forms. It was pointed out that although the Bureau has approved a number of Field Division forms, some of the field clerical employees are not acquainted with them, and as a result other forms are suggested to the Bureau for adoption when there is already an approved form which will serve the purpose.

RECOMMENDATION: The Executive Conference unanimously recommended that an appendix to the Field Clerk's Manual be prepared to contain all the approved Bureau forms.

If approved, appropriate instructions will be issued to the field.

Those present at the Executive Conference were Messrs.

Mr. Tolson, Glavin, Piper, Tracy, Q. Tamm, Nichols, Acers, and Hince.

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford CC - Mr. Glavin

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,

For the Conference

166-2554-4  
NOT RECORDED  
58 SEP 12 1943  
Chairman

W. R. Glavin  
Secretary

ORIGINAL COPY FILED IN

66-1934-2

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March 25, 1943

LAH:EEH:JGM

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/90 BY SP52/bce  
#323013

THE DIRECTOR

RE: TRAINING OF NEWLY APPOINTED  
SPECIAL AGENTS IN DICTATION

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge.

The matter of training newly appointed Special Agents in dictation was considered by the Conference of SACs and Inspectors. Newly appointed agents received training in dictation in training school. However, on arrival in the field in some offices the SACs have required new agents to rough draft for several months. As a result the agent is transferred from his first office to his second office without any more ability to dictate than when he entered the service. In order to correct this situation, it was recommended the Bureau instruct the field that whenever a newly appointed Special Agent arrives in his first office of assignment the SAC may, within his own discretion, permit this agent to dictate at any time. However, when he has been in his first office two weeks, the Special Agent should be permitted to dictate any reports which he has ready to dictate. The intent of the Conference was that the SAC not be permitted to have the agent rough draft reports after he has been in the field two weeks. It was also the desire of the Conference to not interfere with any use of the transcribing machines or rough drafting of reports after office hours.

Mr. Tolson The Executive Conference considered the recommendation of the  
Mr. E. A. Tamm conference of SACs and Inspectors with reference to the training of  
Mr. Clegg newly appointed Special Agents in dictation. It was pointed out that some  
Mr. Coffey Special Agents in Charge have required first office agents to rough draft  
Mr. Glavin for as long as two to three months. This situation resulted in having a  
Mr. Ladd new agent arrive at his second office of assignment without any real training  
Mr. Nichols in dictation.

Mr. Rosen  
Mr. Tracy RECOMMENDATION: 1. The Conference of SACs and Inspectors recommended that  
Mr. Carson the SACs be instructed that they may within their own discretion permit an  
Mr. Hendon agent to dictate at any time after his arrival in his first office of  
Mr. McGuire assignment, but that the SAC may, within his own discretion, require  
Mr. Mumford a Special Agent to rough draft if the SAC so desires for not more than  
Mr. Harbo two weeks, after which a Special Agent should be permitted to dictate  
any reports which he may have ready for dictation.

Mr. Quinn-Tamm  
Mr. Nease  
Miss Gandy

ORIGINAL FILED IN 66-2554

March 24, 1943

WRG:lrd

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. F. A. Tamm, Nichols, Hendon, Ladd, Hince, Tracy, Mumford, Carson and Glavin considered a report submitted by Special Agent T.F. Baughman concerning the tear gas projectiles which present no fire hazard.

For the information of the Director, Mr. Baughman, together with firearms experts at Quantico, conducted very thorough tests of the "Tru-Flite" projectile manufactured by the Lake Erie Chemical Company, they ascertaining that this particular projectile could be used safely and without fear of fire. Mr. Baughman, in his report, pointed out that this is an explosive type of projectile; however, in their tests there was no fragmentation which in the opinion of the firearms men would have resulted in serious injury to any innocent person. These tests were also made for the purpose of determining whether the projectile upon striking the glass of a window would explode and possibly dissipate the gas outside the building rather than explode inside the room to be gassed. It was found that light window glass did not offer sufficient resistance to the projectile to cause it to explode and the result was that the projectile passed through the glass and exploded when striking the wall inside the room. Similar test was made using plate glass which being heavier offered more resistance to the projectile. It was found that the projectile exploded upon striking the plate glass but the gas content of the projectile was projected forward into the room and was distributed inside.

The firearms men recommended that such projectiles be purchased through Government schedule of supplies when they are placed on Government schedule for the next fiscal year.

For the information of the Director the representatives of the Lake Erie Chemical Company have indicated there would be no difficulty in obtaining their projectiles. Should the Director approve the securing of such projectiles, orders will be placed and if it is necessary to secure bids, we will do so.

Respectfully submitted,  
FOR THE CONFERENCE

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Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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ORIGINAL FILED IN 62-42694-1110

UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 24, 1943

MEMORANDUM FOR THE DIRECTOR

EXECUTIVE

The Conference, on March 19, 1943, considered the attached recommendations of Mr. Coffey for the purchase of radio equipment in the amount of \$11,650. Those present were Messrs. Rosen, Hendon, Ladd, Carson, Piper, Mumford, Nichols, Coffey, Hince, Glavin, and E. A. Tamm.

Mr. Coffey explained that the Chief Clerk requires that all equipment orders for the coming quarter be placed at this time in view of the critical shortage of such equipment and the need to obtain materials. As a result, a careful estimate has been made on all the Bureau's equipment needs. These needs are almost entirely for radio monitoring activities. Orders for transmitting equipment have already been placed. The needs listed include 31 radio receivers, to take care of increased monitoring work and replacements; 42 frequency meters, which are needed for accurately measuring an incoming radio frequency when a receiver is being used for monitoring purposes; and 12 portable director finders, which may be used in the field for locating receivers and radio transmitters.

After hearing Mr. Coffey's detailed explanation of these needs, the Conference was unanimous in its approval that these purchases be made.

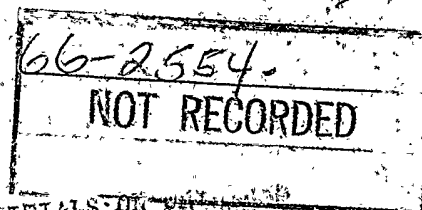
Respectfully,  
For the Conference,

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DATE 11/22/90 BY SP5C/bc

#323013

C. A. Tolson, Chairman

W. E. Glavin, Secretary



INITIALS ON FILE

ORIGINAL FILED IN 90-11-55290

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2. Messrs. Nichols, Acers, Rosen, and Hince of the Executive Conference agreed with the Conference of Inspectors and SACs that the two-week rule be instituted; that is, that the SACs be required to permit Special Agents to dictate after two weeks in their first office of assignment.

Messrs. Tolson, Q. Tamm, Tracy, Glavin, and Piper were in favor of a rule which would require the SAC to permit Special Agents to dictate immediately upon arrival in the first office of assignment whenever the Special Agent is in the headquarters city.

3. The Executive Conference is unanimous in the recommendation that any rule adopted should not be interpreted to interfere with the right of any Special Agent to rough draft after office hours or to use dictating machines when stenographers are not available.

Following the Director's decision in this matter appropriate instructions will be issued to the field.

Respectfully,  
For the Conference

Glyde Tolson  
Chairman

H. R. Glavin  
Secretary

CC - Mr. Glavin

LAH:MMH

March 27, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent H. C. Freimuth that memoranda for investigative employees, officials, and supervisors at the Seat of Government be published weekly instead of separately as at present.

The Conference felt that it was impractical to wait as long as six days to get instructions to officials and supervisors at the Seat of Government with reference to urgent matters and that it would be difficult to make a separation of special from routine memoranda. The Conference also felt that it was better for officials and supervisors to read memoranda of instructions separately and that there was nothing particularly valuable to be gained from the suggestion.

Those present were: Messrs. E. A. Tamm, Glavin, Nichols, Carson, Rosen, Tracy, Mumford, Piper, Hendon and Hince.

If approved, a letter to Mr. Freimuth has been prepared.

Recommendation:

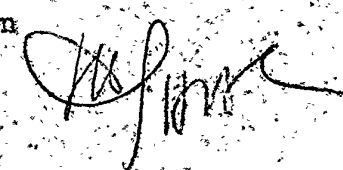
It is recommended that the present system of distributing inter-office memoranda separately be continued and that the suggestion that these be issued weekly in one group not be adopted.

66-2554-  
NOT RECORDED

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



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DATE 4/27/90 BY SP5C/llc  
#323013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
cc: Mr. Glavin  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

52 APR 19 1943

March 20, 1943

SJT:jm

THE DIRECTOR

With reference to the letter from former employee Alfred E. Jefferson requesting that the Investigator be sent to him at Fort McClellan, Alabama, this request was considered by the Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Carson, Glavin, Nichols, Mumford, Coffey, Hince, Piper and Tracy.

The Conference was unanimously of the opinion that the Investigator should not be sent to former employees in the armed services except upon their written request such as occurred in this case and provided, of course, they were members of the FBIRA.

The Conference recommends and if you approve, all employees leaving the Bureau to enter the military services and who were members of the FBIRA will be advised that in the event they desire the Investigator sent to them each month, it will be necessary for them to write the Director advising of their current address and that it will be further necessary for them to keep the Bureau advised of all changes of address in order that an undue burden will not be placed on the Post Office and the War Department in forwarding the magazine. They will also be advised that it will not be possible to furnish the Investigator to them if they leave the continental limits of the United States.

Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Clyde Tolson, Chairman

W. E. Glavin, NOT RECORDED

INITIALS ON ORIGINAL - 8

52 APR 19 1943

ORIGINAL FILED IN 94-3-2-483

March 26, 1943

KMP:FF

THE DIRECTOR

The <sup>0</sup>Executive Conference on 3/25/43, comprising Messrs. E. A. Tamm, Glavin, Nichols, Coffey, Hendon, Mumford, Tracy, Rosen, Hince, and Piper, considered the request of SAC Traynor of the Buffalo Field Division for an additional Supervisor to handle Selective Service matters.

It is noted that the February 28, 1943, Administrative Report of the Buffalo Field Division reflects a total of 3302 pending cases, of which there are 554 assigned to Police and approximately 500 Selective Service cases. The total number of Agents assigned to the Buffalo Field Division was 55 and the office was 45% delinquent. The present administrative set-up of the Buffalo Field Division consists of the SAC, who handles administrative matters and general investigative cases, the Assistant SAC, who handles internal security matters, one field supervisor, who presently handles Selective Service and police cases.

The Conference unanimously approved the designation of a second Field Supervisor to be used in the Buffalo Field Division to handle the Supervising of Selective Service matters.

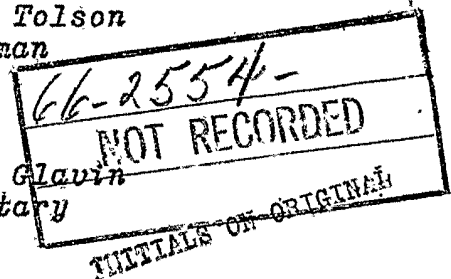
Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Respectfully,  
For the Conference

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary



ORIGINAL FILED IN 66-9170-6-58

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LAE:EEH

March 26, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Thomas S. Donoho that all portions of the In-Service curriculum be handled at Quantico.

It was pointed out to the Conference that if the suggestion were approved, it would be necessary for a large number of Supervisors to travel to Quantico for short periods of time, that this would involve considerable travel; that the travel time would be disproportionate with the lecture time and that the lectures can be handled more economically from the time stand-point in Washington with respect to In-Service training.

RECOMMENDATION:

The Executive Conference, those present being Messrs. Coffey, Mumford, Rosen, Tracy, Piper, Carson, Ladd and Hince, recommended that the present policy of having In-Service training at Washington with the exception of firearms training be continued.

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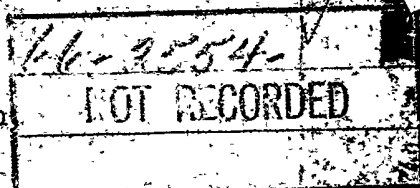
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Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy CC - Mr. Glavin  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



LBN:JS

March 25, 1943

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DATE 11/27/98 BY SP5a/bce

THE DIRECTOR

#323015

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Hince, Carson, Coffey, Hendon, Ladd, Mumford, Rosen, Tracy and Nichols considered several problems raised by Mr. Ladd in connection with the procedure involved in securing files on name checks. Mr. Nichols pointed out the existing procedure and the Conference unanimously recommends that the following procedure be adopted immediately:

(1) When names are received from a government agency for a check of material in our files the name is set out on a form together with identifying data. That form will be forwarded by the Supervisor involved to the Files Section. The name will then be searched in the Searching Unit at which time the searcher will fill out the search slip, a copy of which is attached, listing the possible file references. The search slip, attached to the form from the outside government agency, will be routed to the front office of the Filing Unit. At that point if several file references are listed a separate form will be filled out listing each individual file reference. These individual file references will then be routed to the Filing Unit proper after being sequenced so that the file puller can pull a maximum number of files at a given point. After the files are pulled the Files Section will then review the files to determine whether the references are identical with the search slip. (Details of this procedure will be set forth below.) After having reviewed the files the file reviewer will forward all files wherein she believes the references are identical with the names being searched, also the name check form furnished by the other government agency, and the search slips to the Supervisor requesting the check. In the event file references are out of file the file reviewer will then furnish the charge out slip to a locate clerk who will locate the file and deliver it to the Supervisor who, in order to save time, will ascertain if the reference is identical.

(2) Mr. Ladd pointed out that a Supervisor keeping records on reviews of some 15,000 files ascertained that 85% of the files delivered to them are not identical with the name of the individual being checked although the names were identical. It was unanimously agreed that the Files Section, effective immediately and as far as possible, would review the files prior to delivery to the Supervisors to eliminate all files which were not identical based upon a comparison of the date.

Miss Gandy

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in the file and available data furnished by other governmental agencies.

It was pointed out that 50 additional employees would be required to furnish this service to the entire Bureau. It was further pointed out that this service is now being furnished to the Chief Clerk's Office. It was unanimously recommended that the Files Section furnish this service immediately on all name searches and to all other requests in the Bureau as soon as available personnel could handle this additional volume. Mr. Nichols pointed out this procedure would go into effect Monday, March 29, 1943, if approved by the Director.

In this connection it was pointed out and the Conference understands that furnishing this additional service will obviously necessitate taking experienced employees from other work in the Files Section and until additional personnel can be secured the Files Section service will suffer in this respect.

Mr. Tracy pointed out he had some 25 or 30 girls with college degrees who could be transferred to the Files Section to handle this type of work. It was further pointed out that a new classification setup in the Files Section for personnel assigned to this type of work should be arranged and should be given at least Grade 3. Mr. Nichols pointed out that the grade should be higher, but this matter can be worked out with the Civil Service Commission, who would determine what the grade should be.

(3) Mr. Nichols pointed out to the Conference that Chinese and Japanese names are indexed three ways to insure identification. The Conference unanimously recommended that all Japanese names searched for the re-allocation authority should be searched right on the nose and as furnished to the Bureau. The Conference further recommended that all names searched should be on the nose as furnished by other governmental agencies as far as possible.

(4) In connection with the handling of name searches, Mr. Nichols pointed out that the Searching Unit at the present time could handle 6,000 name searches a day. However, it was not possible to furnish the proportionate number of files from the Filing Unit on a higher number of names to be searched than the 6,000 in the Searching Unit. It was further pointed out that some priority should be given by Division Five and other Units in the Bureau to the Files Section in order that the Files Section would know where to place the emphasis on furnishing name checks and files.

Memorandum for the Director

-8-

It was unanimously agreed that Mr. Ladd should furnish the Files Section with an indication as to what searches should be given priority.

If the unanimous Conference recommendations as set out above are approved, a memorandum of instructions is attached implementing the Conference recommendations.

Respectfully,  
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

QT:mac

March 1, 1943

THE DIRECTOR

*man*

<sup>0</sup>The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Glavin, Hendon, Tracy, Coffey, Hince, Carson, Mumford and Quinn Tamm being present, considered a suggestion submitted by Mr. Albert B. Ground of the Identification Division in which Mr. Ground suggests that when Special Agents in the field obtain handwriting specimens of suspects in cases involving handwriting comparisons they also at the same time obtain a set of fingerprints for comparison with any latent fingerprint developed in the case.

The Conference does not feel it desirable to instruct the field in writing to do this. It is noted that as a matter of practice fingerprints are usually obtained at this time; however, in some cases the person is not a definite suspect and the taking of fingerprints would not always be desirable or advisable.

If you approve, there is a letter attached thanking Mr. Ground for his suggestion.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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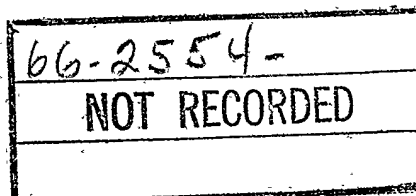
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Enclosure

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 32-17234-34

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 9, 1943

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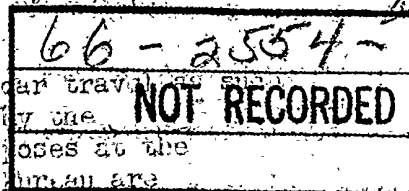
MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, T. A. Tamm, Ladd, Nichols, Hendon, Carson, Hince, Acers, Quinn Tamm, Mumford, Rosen, Piper, Coffey, and Glavin, considered the issuance of instructions to the Field concerning the use of Government-owned automobiles.

For the Director's information, under date of February 23, 1943, the President, in a memorandum to the Heads of all Departments and Agencies of the Federal Government, stated that each Department or Agency of the Federal Government should appoint or designate a Government mileage administrator, who should be given the authority to supervise the use of Government-owned or privately-owned or leased motor vehicles which are driven in the Federal service. This Government mileage administrator should make comprehensive studies of the use of rubber-borne vehicles in his department or agency and establish procedures whereby unnecessary driving can be eliminated. Steps should be taken to pool vehicles driven on official business to clear requests for passenger car travel in advance in order to secure maximum ride-sharing and to use public carriers when feasible.

The President stated in his memorandum that it was his hope that all Departments will be able to reduce total mileage by at least 40% of that driven in 1941 without sacrificing essential services, that each civilian department and Agency will be called upon periodically to report progress which has been made. The President further stated that he had requested the Administrator of the Office of Price Administration to assume responsibility for supervising our Government Mileage Conservation Program, and requested that the name of the Government mileage administrator be furnished to the Administrator of the Office of Price Administration. Representatives of the various Departments will be notified of the time and place of a meeting which will be held shortly for the purpose of discussing ways of administering the plan.

The Conference points out that passenger car travel in the District of Columbia is not participated in by the Bureau, other than having one car for emergency purposes at the Seat of Government; that all the other cars of the Bureau are



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Memorandum for the Director

used for regular investigative purposes. The Conference feels, however, that pertinent portions of the President's memorandum should go forward to the field and instructions issued that it would be absolutely necessary that travel by automobile be reduced to a minimum in so far as official cars are concerned.

The Conference further feels that in connection with the use of personally-owned cars in the field the field should be notified that in the future no use of personally-owned cars will be approved in other than emergency cases. The Conference feels that although it might be more convenient at times to use a personally-owned car, where common carrier can be used rather than a personally-owned car, such common carrier should in fact be used.

For the information of the Director, during the first six months of 1943 \$71,307.24 was spent by the Bureau for the use of personally-owned cars by its agents. There is attached hereto a suggested bulletin to the field concerning this matter, together with the suggested forms which should be used by the field in reporting the necessary information to Washington. We do not have at the present time any figures per office and per car of the travel performed in 1941. We do have, however, such mileage figures for 1939 through October, of that year, when the Bureau discontinued making these mileage reports. We can very definitely make a good comparison of the mileage per car today as compared with 1939. It is felt that this comparison would be a good one to use.

Respectfully,

For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



WRG:1rd

March 20, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Hendon, Ladd, Hince, Tracy, Mumford, Carson and Glavin considered the Assistant Special Agents in Charge schools which have been set up and approved by the Director for April 5 and April 12, 1943.

The Conference was advised that the Supervisor handling the In-Service classes in the Chief Clerk's Office pointed out that in the event we held the Assistant Special Agents in Charge conferences on April 5 and April 12, one-half of the Assistant Special Agents in Charge to be in each school, that we will have, in addition to the Assistant Special Agents in Charge, in Washington at that time 3 Special Agents in Charge who will attend the April 5 In-Service School, 3 Special Agents in Charge for the April 12 School, 3 Special Agents in Charge for the April 19 school and 3 Special Agents in Charge for the April 26 school.

As the Director will recall, we are bringing the Assistant Special Agents in Charge in in two units, the first group on April 5 and the second on April 12. The School is to last for one week and immediately thereafter all Assistant Special Agents in Charge who have not had Retraining in the present Retraining cycle will enter Retraining school for a period of two weeks. We, therefore, will have the majority of the Assistant Special Agents in Charge in Washington from April 5 through the week of April 26 and then we will have almost one-half of those here from April 12 through the week of April 26. The comment had been raised that it may be undesirable to have 12 Agents in Charge and 12 of the Assistant Agents in Charge in Washington at the same time.

Mr. Tolson \_\_\_\_\_ The Conference feels, however, that at the present time as  
Mr. E. A. Tamm \_\_\_\_\_ actual matter of fact in the field service, the Agent in Charge is  
Mr. Nichols \_\_\_\_\_ of the office quite often, the Assistant Agent in Charge is out  
Mr. Rosen \_\_\_\_\_ handling Conferences and other matters and the office is run by the  
Mr. Tracy \_\_\_\_\_ One Man for limited periods of time. The Conference does not  
Mr. Carson \_\_\_\_\_ feel that it is essential to make any change in the scheduled  
Mr. Glavin \_\_\_\_\_ schools for Assistant Special Agents in Charge  
Mr. Ladd \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

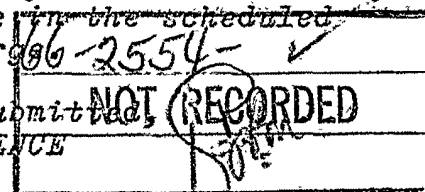
Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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DATE 11/27/90 BY SP5/llh

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WRG:ATW

March 20, 1943

THE DIRECTOR

0  
The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, Nichols, Hince, Piper, Coffey and Glavin considered a suggestion advanced by Special Agent King of the Chief Clerk's Office that insofar as communications concerning compensation and automobile accidents are concerned and with particular reference to follow-up letters and wires to the field covering these matters that no abstracts or yellows for the file be prepared, that the ticker which is maintained in the Chief Clerk's Office Automobile Accident and Compensation Section is sufficient for all matters, that when the letter is received, we, of course, are not further interested in any permanent record of following up matters.

The Conference recommends approval of this suggestion.

Respectfully,  
FOR THE CONFERENCE,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/27/98 BY SP5CJ/KCS  
# 323,013

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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IAH:MEV

March 18, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Tracy, Carson, Piper, Ladd, Mumford, Hendon, and Hince being present, considered the graduation exercises for the Twenty-first Session of the National Police Academy to be held on April 10, 1943, at the Departmental Auditorium. The following recommendations were made to and approved by the Conference:

1. It was recommended that a stenotypist be assigned to cover the graduation exercises. If approved, there is attached a memorandum for Mr. Glavin.
2. It was recommended that Mr. Nichols be designated to handle press relations. If approved, there is attached a memorandum for Mr. Nichols.
3. It was recommended that inasmuch as the clerical employees of the Identification Division are now at the Armory it would not be feasible to have them attend the exercises. Instead, it was recommended that the available seats be allocated to the various divisions at the Department of Justice Building on the basis of the seating capacity of the auditorium and the number of employees in each division. If approved, there is attached a memorandum to Division Chiefs giving detailed instructions.
4. It was recommended that members of New Agents' Classes in Washington be in attendance.

5. It was recommended that the following Departmental officials be invited informally by telephone as was done at the last graduation: Dean Dickinson, Daniel Lyons, Judge Holtzoff, and Colonel Gates.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Harvey S. Firestone

Thomas H. Beck

Father Lloyd

Chief of Police Joseph T. Owens, President

of the IACP

Chief of Police James Broughton

Lawrence J. Benson

Chief of Police John Fulton Woods

Chief of Police Fred Roff

15-2554 2025  
Mr. McGuire  
Mr. Hendon  
SAC Soucy

Mr. W. B. Board

Mr. C. P. Breese

Mr. D. S. Slater

Mr. E. J. Baumgardner

Mr. F. J. Baumgardner

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5C/bce

# 323,013

ORIGINAL FILED IN 1-4-34

March 18, 1943

Andrew J. Kavanaugh  
 Edward J. Kelly, Supt. R. I. State Police  
 Chief of Police John L. Sullivan

Mr. R. D. Douglas  
 Mr. A. E. Leonard  
 Mr. B. H. Suttler

If approved, instructions to the escorts will be prepared by the Training Division.

7. It was recommended that the following be seated on the platform:

- (1) The Director
- (2) Mr. Harvey S. Firestone - a speaker
- (3) Mr. Thomas H. Beck - a speaker
- (4) Father Lloyd - who will deliver the invocation and benediction
- (5) Mr. Arthur Weller, President of the graduating class - who will speak
- (6) Mr. Sumner Blossom, Editor of American Magazine - who has been invited to be present
- (7) Attorney General - if he comes
- (8) Mr. Clyde Tolson
- (9) Mr. E. A. Tamm

8. The following program is recommended by the Training Division:

Call to Order

Invocation

Reverend Robert S. Lloyd, S.J.  
 Manresa-on-Severn  
 Annapolis, Maryland

Address

Mr. Arthur A. Weller  
 Newark, New Jersey  
 President of Graduating Class

Address

John Edgar Hoover, Director  
 Federal Bureau of Investigation

Address

Mr. Thomas H. Beck, President  
 Crowell-Collier Publishing Company  
 New York, New York

Address

Mr. Harvey S. Firestone  
 Akron, Ohio

Recommendations for the Awarding  
 of the Diplomas

Awarding of the Diplomas

The Director

Benediction

Reverend Robert S. Lloyd, S.J.

March 18, 1943

9. It was recommended that the visiting Chiefs of Police, including Chief of Police Joseph T. Owens, President of the IACP, and Chiefs James Broughton, John Fulton Woods, Fred Roff, and John L. Sullivan, Superintendents Andrew J. Kavanaugh and Edward J. Kelly, and Mr. Lawrence Benson not be seated on the platform, but in the first row of the audience as at the last graduation.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

## FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

Washington, D. C.

March 20, 1943

WRG:ATW

## MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, Nichols, Hince, Piper, Coffey and Glavin considered the request of the SIS Division to furnish two additional automobiles to the Agents at Havana, Cuba.

For the information of the Director, we have one Bureau-owned automobile in Havana at the present time and the Agents there are renting another automobile at the cost of approximately \$60.00 a month. There are twelve Special Agents assigned openly to the American Embassy and due to the amount of investigative activity at Havana, it is felt that additional automotive equipment is necessary. Mr. Carson of the SIS Division points out that the price of automobiles in Havana is all out of proportion, that a car costing approximately \$700 in the United States would cost at least \$1,700 in Havana, Cuba, that tire rationing is in effect in Cuba and that it is very difficult to buy a car with usable tires.

The Conference unanimously recommends that we furnish one additional car to the Agents at Havana and that Special Agent Leddy in charge of the detail be instructed to discontinue the rental of the one car that he has there.

The Conference feels that at the present time two cars should take care of the needs of the Agents at Havana. Should the Director approve, appropriate steps will be taken to furnish this car to the men in Havana.

RECORDED  
Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

|                                 |        |
|---------------------------------|--------|
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| FEDERAL BUREAU OF INVESTIGATION |        |
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| U. S. DEPT. OF JUSTICE          | Glavin |
| Secretary                       |        |

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March 21, 1948

THE DIRECTOR

(4)  
The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Hendon, Ladd, Carson, Piper, Mumford, Coffey, Hince, Glavin, and Nichols considered the suggestion of Mr. Nichols that the monthly program which has been sponsored since last September for Bureau employees and their families be discontinued since the Identification Division has moved to the Armory and the coming of Spring. It was pointed out that only 150 attended the last afternoon session and approximately 150 attended the last night session.

The Conference was unanimous in recommending that the monthly program for employees and their families be discontinued.

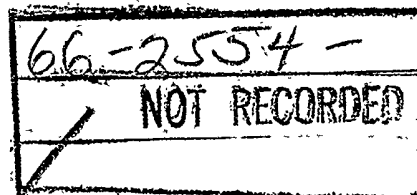
Respectfully,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/80 BY SP5CJ/bce  
#323,813

Glyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin Mr. Glavin  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_





LAH:MMH

March 1, 1943

THE DIRECTOR

The Executive Conference and the special conference of Special Agents in Charge considered the suggestions of Stenographer Guy Tull of San Diego with respect to the training of New Agents.

1. Mr. Tull suggested that each New Agent should be given a tour of the Chief Clerk's Office in the field.

Recommendation:

The Special Agents' in Charge conference suggested that this be handled in one of the six New Agents' conferences which are held in the field.

The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince, agreed that this tour could very well be given during one of the six New Agents' conferences held in the field.

2. Mr. Tull suggested that New Agents, upon arrival in a field office, spend two days in the file room.

Recommendation:

The Special Agents' in Charge conference recommended against this suggestion on the ground that it would be devoting a disproportionate amount of time to a phase of the Bureau's work which is not really as important to a New Agent as learning how to conduct investigations and report them. The Special Agents in Charge also believed that it would not be desirable to assign a Special Agent to work for two days in the Chief Clerk's Office.

Mr. Glavin The Executive Conference agreed that spending two days in the file room  
Mr. Ladd The Special Agents would be a disproportionate allocation of time.  
Mr. Nichols

Mr. Rosen If approved, Mr. Nathan is being informed.

Mr. Tracy

Mr. Carson Mr. Glavin

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/98 BY SP5C/bce

#523,013

W. R. Glavin

Secretary

Respectfully,

For the Conference

Clyde Tolson

Chairman

NOT RECORDED

RMG:EG

March 2, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Hendon, Acers, Piper, Quinn Tamm, Ladd, Mumford, Rosen and Clegg, considered the problem involved wherein reports were being submitted by one field office to another field office "for information only" and there was no undeveloped lead for the office receiving the report. At the recent Inspectors' Conference a number of Inspectors pointed out that considerable time on the part of field supervisors was spent reading lengthy reports of these types and trying to find out for what reason the report was sent to the office "for information only." In order that too much time would not be spent by field supervisors in reviewing such communications, members of the Executives Conference made the following suggestions:

1. Messrs. E. A. Tamm, Ladd, Mumford, Coffey, Quinn Tamm and Piper suggested that the words "for information only" or abbreviations be placed on page one of the investigative report alongside the name of the office to which the copy was being sent for such purpose.

2. Messrs. Tolson, Rosen, Acers, Hendon, Tracy, Glavin and Clegg recommended that, in addition, under the heading "Undeveloped Leads" of the report, there be an explanation as to the specific reason why the report was being sent to another office when there was obviously no other undeveloped lead and the case was not pending in such office.

Mr. Tolson \_\_\_\_\_ It was felt that this requirement would eliminate reports going to the other office unnecessarily and would submit the explanation as to why it was being sent, when considered advisable, in order to reduce the amount of time spent on supervision. The members of the Executives Conference making this recommendation also recommended that the words "for information only" be placed on page one of the report.

Respectfully,  
FOR THE CONFERENCE

|              |
|--------------|
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| NOT RECORDED |

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Carson \_\_\_\_\_ ALL INFORMATION CONTAINED

Mr. Harbo \_\_\_\_\_ HEREIN IS UNCLASSIFIED

Mr. Hendon \_\_\_\_\_ DATE 11/27/90 BY SP5/jke

Mr. McGuire \_\_\_\_\_ #323,823

Mr. Mumford \_\_\_\_\_

Mr. Piper \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

ORIGINAL FILED IN 66-2435-978

March 3, 1943

RWB:AKR

MR. LADD

RE: COMMUNIST PARTY, U.S.A.  
INTERNAL SECURITY - R

#823013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/94 BY SP5/BJC

There is attached a proposed Bureau Bulletin setting forth suggestions to the field relative to the handling of the Bureau's "key figure" program. It is felt that this Bulletin is necessary in view of the lack of uniformity which presently prevails in the handling of the "key figure" program in the field. With the exception of the last paragraph of this Bulletin the suggestions do not change the presently established Bureau rules and regulations but merely serve to elaborate on the "key figure" program and to explain in more detail who should be placed on the "key figure" list and how the "key figure" program pertains to Federal employees and individuals entering the armed services.

The Bulletin proposes that the names of the "key figures" who are serving in the armed forces or who are employed by the Federal Government and have been investigated under the Hatch Act should be carried on the "key figure" list in each district but the investigation of them should remain in a closed status. It is also pointed out to the field that Bureau instructions under the Hatch Act classification supersede those set forth relative to the "key figure" program.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The last paragraph of this Bulletin, which suggests the addition of the initials "KF" after the Internal Security - C classification in the caption of reports, effects a change which calls for comment. You will recall that the "key figure" program was inaugurated in April of 1942 when the field was instructed to submit the names of those subjects of Internal Security-C cases who were regarded as "key figures" in the Communist movement in their districts. In setting up this "key figure" program two basic considerations were involved -- one investigative, the other administrative. From an investigative standpoint it was felt that this program would induce the field to more carefully analyze the Communist movement in their districts with a view toward determining who the outstanding men were upon whom the success of the whole Communist movement depended and who, therefore, should be given careful and continuous investigative attention. The

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March 3, 1943

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DATE 11/29/90 BY SP5C/bce

323,013

THE DIRECTOR

On March 2, 1943, the Executive Conference, with Messrs. Tolson, E.A. Tamm, Acers, Clegg, Coffey, Glavin, Hendon, Ladd, Mumford, Piper, Rosen, Q. Tamm, and Tracy present, considered a proposed bulletin submitted by Mr. Coffey concerning the handling of confidential and secret correspondence. It was explained that the Bureau had been criticized by Admiral Train for sending a form letter through the mails in a window type envelope which was of such a nature that the name of the subject could be read by holding the envelope to the light. The bulletin, in three paragraphs, provides:

1 - That confidential letters transmitted between field offices and the Bureau should be placed in double envelopes, the inner envelope containing the wording "Confidential" in addition to the address, and the outer envelope containing the address only, the type of envelope to be used being specified as that through which the material cannot be read.

2 - Communications between the Bureau and other Government agencies would be handled using the double envelope system and in addition, if the incoming correspondence is marked "Secret", then our outgoing correspondence would be marked "Secret".

3 - To provide routing within field offices or within the Bureau so that correspondence of a highly confidential nature is enclosed in a sealed envelope with a routing slip attached to the outside, the purpose being to prevent messengers or casual observers from obtaining knowledge of the contents of the communication.

Mr. Coffey was alone in his support of these procedures. The majority of the Conference, consisting of Messrs. Tolson, Glavin, Tracy, Piper, Q. Tamm, E.A. Tamm, Hendon, Acers, Clegg, Ladd, Mumford, and Rosen were opposed to the procedures. Those opposed contended that practically all the Bureau's files and correspondence are considered by it confidential and that its present system for routing, handling and filing this correspondence is based on the theory that it is all confidential and is, therefore, adequate.

Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
The majority proposed a single modification of our existing practices, namely that henceforth an open face or window type envelope shall not be used with a single page of correspondence for the reason that it may be possible to read through the single fold of a single page of correspondence. It was felt that this need not apply to two or more pages of correspondence; nor to mail of the Identification Division.

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc - Mr. Glavin

50 APR 8 1943

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NOT RECORDED

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March 15, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5 vj/bce

THE DIRECTOR

#3 23013

The Executive Conference considered Mr. Clegg's suggestion that the number of Special Agents in Charge to attend each In-Service School be limited to not more than two for the following reasons:

1. This should be considered a continuous program of training without stripping the field of any substantial percentage of SACs.
2. There is an increasing amount of difficulty in arranging for the SACs to get appointments with all Assistant Directors.
3. Due to the larger number of SACs the length of time devoted to each SAC by the Assistant Director would necessarily be briefer than perhaps the facts at times justify and thus with a smaller number of SACs present they would get more individual benefit from their presence in Washington.

The Executive Conference with the exception of Mr. Hince was in favor of completing the cycle of SAC training at the earliest possible time even if it were necessary to have more than two SACs in one class. It was noted that the largest group presently scheduled will contain seven SACs. There will be one group of five SACs, and three groups of four SACs each, in addition to smaller groups.

Those present were Messrs. Tolson, Glavin, Ladd, Tracy, C. Tamm, Carson, Nichols, E. A. Tamm, Hendon, Mumford, Piper and Hince.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg Addendum:  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

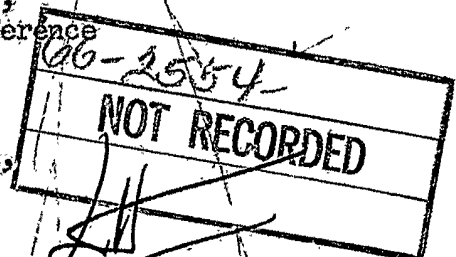
The Director desires that three Agents in Charge be included in each Retraining School until the cycle of Agents in Charge is completed. He states that he wants this program carefully adhered to and desires that there be 3 Agents in Charge in each Retraining session. He states that his efforts in the past to have two Agents in Charge in each session were most unsuccessful and consequently he wants the matter closely watched to insure the attendance of three Agents in charge in each session.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

EDW. A. TAMM



ORIGINAL FILED IN

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LAH:MMH

March 18, 1943

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/22/80 BY SP5C/6cc

4323,013

THE DIRECTOR

Re: Elimination of Negative Reports

1. The Executive Conference and the special conference of Special Agents in Charge considered the suggestion of Special Agent in Charge Stein that the Bureau consider cancelling the present ruling that all investigations conducted by Agents must be submitted in report form insofar as the ruling applies to Internal Security cases which develop nothing but negative information. Mr. Stein suggested that such matters be closed by a memorandum for the field office file.

Recommendation:

The conference of Special Agents in Charge agreed with Mr. Stein.

The Executive Conference recommended that Mr. Stein's suggestion be considered as falling within the provisions of recent Bureau instructions which permit the closing of cases by memorandum under certain definite and restricted conditions.

2. Mr. Stein suggested that when reports of delinquency are received from the U. S. Attorney in Selective Service cases, and if the delinquency is removed without any prosecution ever having been instituted, that the case be marked closed summarily by the office of origin.

Mr. Tolson The Special Agents in Charge favored the continuance of the present practice of closing cases by memorandum when no investigation is conducted, and Mr. Rosen also recommended that the reports of auxiliary offices in Selective Service cases not be submitted to the Bureau, but submitted only to the office of origin which would summarize the information in the closing report.

Mr. Glavin

Mr. Ladd

Mr. Nichols The Executive Conference agreed with the Special Agents in Charge and pointed out that the recommendation is covered by recent Bureau instructions.

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Henden

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Those present were Messrs. E. A. Tamm, Glavin, Nichols, Piper, Mumford, Rosen, Ladd, Tracy, Carson, and Hince.

If approved, an appropriate reply has been prepared for Mr. Stein.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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cc Mr. Glavin  
5 APR 3 1943

WJG:ATW

March 20, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, Nichols, Hince, Piper, Coffey and Glavin considered a suggested bulletin to go to the field on applicant interviews.

It was pointed out to the Conference that at the present time all field offices are not showing the names of persons who conduct applicant interviews and it is difficult at times for the Personnel Section of the Chief Clerk's Office to ascertain the identity of the interviewing official.

Subject to the Director's approval, a suggested form communication is attached hereto.

Respectfully,  
FOR THE CONFERENCE,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/92 BY SP5CJ/bce  
#323,013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen Attachment  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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March 20, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Hendon, Ladd, Hince, Tracy, Mumford, Carson and Glavin considered an inquiry which was made as to the cost of the various morale and absenteeism posters being prepared by the Cartographic Section.

A thorough check was made of the expense of these posters and it has been ascertained that, based on the 2,200 copies which we are preparing weekly at the present time, the entire cost, including Cartographers, Multigraphers and other employees' services, totals \$28.14 a week.

The entire Conference was of the opinion that this is a most reasonable cost for the good that these posters are doing and recommends that there be no cessation of the weekly posters as they are being prepared at the present time.

Respectfully,  
FOR THE CONFERENCE

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED

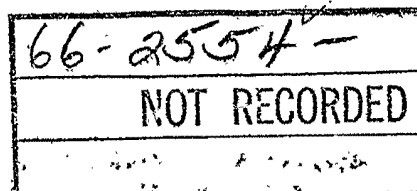
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DATE 11/22/90 BY SP5CJ/KCE

#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



ORIGINAL FILED IN 94-4-5598-117



HHC:BG

Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C.

March 2, 1943

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ☒  
Mr. E. A. Tamm ☒  
Mr. Clegg ☒  
Mr. Glavin ☒  
Mr. Ladd ☒  
Mr. Nichols ☒  
Mr. Rosen ☒  
Mr. Tracy ☒  
Mr. Carson ☒  
Mr. Coffey ☒  
Mr. Hendon ☒  
Mr. Kramer ☒  
Mr. McGuire ☒  
Mr. Harbo ☒  
Mr. Quinn Tamm ☒  
Tele. Room ☒  
Mr. Nease ☒  
Miss Boehm ☒  
Miss Gandy ☒

The Executives Conference considered the matter of preparing Selective Service Act case reports. It was suggested by the Conference of SACs and Inspectors, including Messrs. Hince, Conroy, McKee, Brantley, Acers, Harbo and Gurnea, that the administrative procedure in handling Selective Service cases be changed so that reports from auxiliary offices, other than those reports reflecting prosecutive action, be submitted to the office of origin but not to the Bureau. This will then place the responsibility on the office of origin to supervise the case and, upon completion of the investigation, to summarize in a closing report any of the data submitted by auxiliary offices which would be of interest to the Bureau. In numerous reports submitted by auxiliary offices, there is merely a reporting of negative information, usually dealing with efforts to locate the subject, and there is no positive information or leads as to his whereabouts in the auxiliary office report. Of course, in the event the auxiliary office did develop some leads, copies of the report, including the leads, would be furnished to the office for which the leads were indicated. In the majority of instances, it was the opinion of the committee that the auxiliary office reports would not contribute any valuable information which should be subsequently summarized by the office of origin and thus there would be considerably reduced at the Seat of Government offices of the Bureau the volume of reports received.

There are received at present in the Bureau about 24,000 Selective Service reports per month and it was the opinion expressed by the Selective Service supervisor that about one-third of these reports or 8,000 reports per month would thus not be sent to the Bureau in the event this suggestion is adopted.

In addition to reducing the filing at the Seat of Government, it would also reduce the number of reports to be supervised and the supervision would be more on a case basis than a report basis in the future. It was the opinion of the committee that only the closing report should be submitted by the office of origin, which would include all information of interest obtained by the office of origin and submitted to it by the auxiliary offices. This would still further reduce to some extent the number of reports received because some offices of origin are submitting more than one report on Selective Service cases.

It was felt that any instructions along this line should instruct that the office of origin, if at any time it felt the Bureau should be



66-2435-

informed of the contents of an auxiliary office report, could detach one of the copies received from the auxiliary office and transmit it to the Bureau promptly and, of course, the Bureau can make any necessary exceptions on specific instructions, as in such cases as the Touhy case. This would quite obviously be a rare exception.

OK  
N  
This matter was submitted to the Executives Conference and the following approved the recommendation: Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Hendon, Acers and Clegg.

Those opposed were Messrs. Piper, Quinn Tamm, Ladd, Mumford and Rosen.

Mr. Conroy and Mr. McKee felt that all communications between field offices, setting forth undeveloped leads, as well as reports from the auxiliary offices should be submitted in letter form rather than in report form. This suggestion was made in order to avoid making an exception to the requirement that the Bureau receives the original of all reports. Messrs. Acers, Hince, Brantley, Harbo and Gurnea recommended unfavorably, feeling that it was better to have all investigations reported in report form rather than in letter form.

OK  
H.  
The Executives Conference unanimously disapproved the suggestion that these matters be handled by letter.

Respectfully,  
FOR THE CONFERENCE

✓  
Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

March 25, 1943

LAH:JGM

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/80 BY SP5CUL/6

THE DIRECTOR

4-353,013

The Executive Conference considered the following matters which were previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge and Inspectors.

1. Special Agent in Charge Fletcher suggested that the letter required by Paragraph 8 of Section 3 (C) in the Manual of Regulations reporting firearms training in the field be eliminated.

RECOMMENDATION: The SACs and Inspectors' Conference and the Executive Conference both unanimously recommended that the present practice of reporting the firearms training to the Bureau be continued. It was pointed out that there will be no way of supervising the field training unless a report is made to the Bureau and that it would be impossible to tell whether agents attended training regularly or whether agents failed certain courses.

2. Mr. Fletcher suggested that the field not be required to send to the Bureau copies of letters which are written to various organizations declining or accepting invitations for addresses by Bureau representatives. Mr. Fletcher suggested instead that a monthly summary be sent to the Bureau.

RECOMMENDATION: The SACs and Inspectors' Conference and the Executive Conference unanimously recommended that the field be required to continue the

Mr. Tolson present policy of sending copies of such letters to the Bureau. It was pointed out that the present practice requires only the sending of a copy which is made simultaneously with the letter of acceptance or declination. If a summary were required on a monthly basis, there would be considerable work involved in summarizing the speech file each month.

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

RECORDED

66-2554

NOT RECORDED

INITIALS ON ORIGINAL

3. Mr. Fletcher suggested that in certain specific cases the Bureau require only closing reports and not progress reports.

RECOMMENDATION: The SACs and Inspectors' Conference and the Executive Conference were unanimously opposed to extending the practice beyond the

1943

LAH:JCM

March 25, 1943

THE DIRECTOR

RE: MARKING OF TOP FILE COVER  
ON FIELD OFFICE FILES

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge.

The SAs and Inspectors' Conference pointed out that there is a lack of uniformity in the marking of the status of investigative files in the field. It was recommended for the sake of uniformity the following markings be adopted and that these markings be placed on the top cover of the file as at present:

Unassigned cases - Uua

Assigned cases - Last name of agent

Closed cases - C

Cases referred upon completion - RUC

Done or No File case where no investigation is required - Dead

Cases assigned to Police Department - Name of Police Department

RECOMMENDATION: The Executive Conference unanimously recommended that the uniform marking of the file covers of investigative files be adopted.

If approved, appropriate instructions will be issued to the field through appropriate Manual changes.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Those present at the Executive Conference were Messrs. Glavin, Tracy, Q. Tamm, Nichols, Acers, and Rince.

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HEREIN IS UNCLASSIFIED

DATE 11/27/98 BY SP5CJ/bce

#823013

Respectfully,

For the Conference

Clyde Tolson

Chairman

H. H. Glavin

Secretary

66-2554-

NOT RECORDED

cc - Mr. Glavin

policy recently adopted for Selective Service cases on the grounds that some supervision is necessary from the Seat of Government during the course of investigations other than Selective Service investigations. There was a general feeling in addition that the Bureau should wait and see what our experience is with reference to the Selective Service cases before extending the policy further.

4. Mr. Fletcher suggested that the Bureau authorize the field offices to determine the office of origin in investigative cases by correspondence between the offices rather than requiring the Bureau to make the determination.

RECOMMENDATION: The Conference of SACs and Inspectors and the Executive Conference were unanimously opposed to the suggestion on the grounds that there would be an interminable exchange of correspondence with an unlimited series of letters attempting to shift responsibility from one office to another. It was recommended that the Bureau retain its practice of designating the office of origin when a question arises.

If approved, a letter to Mr. Fletcher has been prepared.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper, and Hince.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

CC - Mr. Glavin

WRC:177

March 17, 1943

THE DIRECTOR

*nm*  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen and Glavin considered the necessity of preparing yellow copies of letters requesting information from the field as to the arrival of Agents in the field offices from the Training Division.

These yellows serve no useful purpose, the Chief Clerk's Office keeps ticklers on the letters until the reply is received and the Conference, therefore, recommends that yellows be not prepared in the future.

Respectfully,  
FOR THE CONFERENCE,

ALL INFORMATION CONTAINED

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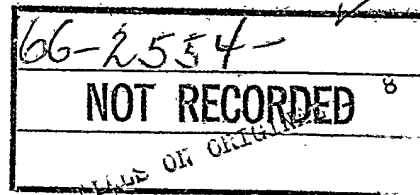
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#323,13

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

*Attachment*



ORIGINAL FILED IN 66-3665-11-2-21

13  
58 APR 26 1943



LAM:BG

March 19, 1943

THE DIRECTOR

6  
The Executives Conference, those present being Messrs. E. A. Tamm, Glavin, Nichols, Mumford, Hendon, Tracy, Ladd, Carson and Rince, considered the question of the classroom to be used for the FBI National Police Academy. It was pointed out that we have a large number of visiting instructors before the Academy and that there is considerable convenience in having them located in the Department of Justice Building.

RECOMMENDATION: The Executives Conference recommended unanimously that the National Police Academy be held in Assembly Room #2 in the Department of Justice Building rather than at the Armory.

ALL INFORMATION CONTAINED

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DATE 11/27/90 BY SP5C/bce

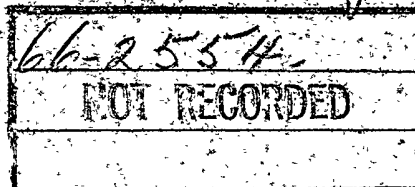
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Respectfully,  
FOR THE CONFERENCE

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin cc Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL FILED IN 1-4

administrative consideration arose out of the division of supervision of Communist cases at the Bureau between the Alien Enemy Control Section and the Internal Security Section. It was believed that for the Bureau to be fully and currently advised of the Communist movement in all of its phases it was necessary that the outstanding figures in the movement as well as the Communist organizations should be carefully and continuously followed at the Seat of Government. Because of the difficulty of segregating the leading figures in the Communist movement from the organizations themselves it was believed advantageous to place the handling of both in the Internal Security Section.

However, since many of the reports covering "key figures" received from the field did not designate the subject clearly as a "key figure" considerable difficulty was experienced in segregating the Internal Security - C "key figure" reports from those covering lesser figures in the Communist movement which are normally handled by the Alien Enemy Control Section. You will recall that at the present time all Internal Security - C reports relating to individuals first clear through the Alien Enemy Control Section. This may result in considerable delay in the "key figure" reports reaching the Supervisor handling them in the Internal Security Section because the reports would normally be routed along with all other Internal Security - C reports to one of thirty-odd supervisors in the Alien Enemy Control Section who may not immediately examine the reports, particularly in view of the present stress which is being placed upon the handling of denaturalization cases. These proceedings, of course, have not been extended to Communists as yet. Furthermore, it is believed that considerable waste of time and duplication of effort will result from a Supervisor in the Alien Enemy Control Section first handling the report involving a "key figure" and then routing it to the Internal Security Section. If the initials "KF" appear in the caption of the report the clerk who normally routes reports in the Alien Enemy Control Section could immediately segregate the "key figure" reports and route them to the Internal Security Section. It might be conservatively estimated that an hour or more of each Supervisor's time each week would normally be spent in properly appraising and routing "key figure" reports.

As for the possible objections which may be raised in the use of the initials "KF" in the character of the case, it is pointed out that this practice would not serve to unduly complicate the present system of characterizing cases since the "key figures" in the field will in most instances be handled by Agents familiar with the Communist and "key figure" program who should have no difficulty in remembering to change the character.

Memo for Mr. Ladd

Page 3

A further objection may be that the placing of the initials "KF" in the character of the case would serve as a red flag to outside agencies of the existence of some program relative to the handling of Communists by the Bureau. This is not believed to be a sound objection since, under the present system of reporting, the words "key figures" are mentioned in the details of the reports which already has given notice to outside agencies receiving copies of these reports that the Bureau differentiates between Communist subjects.

Respectfully,

E. L. Welch.

LAH:BG

March 19, 1943

THE DIRECTOR

The Executives Conference considered the results of the survey made in eleven field offices to determine the opinions of the Special Agents in Charge with respect to the feasibility of holding additional police conferences semi-annually with the executive heads of police organizations, in addition to the present conferences which are attended by large numbers of subordinate personnel. All the Special Agents in Charge were opposed to additional conferences on the grounds that necessary conferences with police executives are held in personal contacts and that the regular conferences should suffice for general matters.

Mr. Conroy felt that the direct contacts were sufficient in his district in so far as the real police executives are concerned.

Mr. Sears believed that when special local conditions exist, a separate, special conference might be held at the discretion of the Agent in Charge.

Mr. Brayton believed that individual conferences with executive heads of police departments would be more desirable than meetings of police executives from several departments.

The other Special Agents in Charge expressed similar opinions.

The Executives Conference was unanimously opposed to the addition of another type of police conference.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

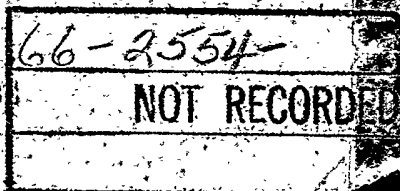
Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Those present were Messrs. E. A. Tamm, Glavin, Nichols, Mumford, Hendon, Tracy, Ladd, Carson and Hince.

Respectfully,  
FOR THE CONFERENCE



Clyde Tolson,  
Chairman

W. R. Glavin  
Secretary

cc - Mr. Glavin

Mr. Glegg favored this suggestion when it was initially presented and all other members of the Conference were opposed. It was desired, however, to refer this matter to a Subcommittee for further analysis and study. This Subcommittee consisted of the following Special Agent supervisors: G. B. Alden, J. H. Foley, D. A. Flinn and Roswell E. Smith.

#### THE SUBCOMMITTEE REPORT

The Subcommittee has submitted the attached report. Their findings, after a survey of 3,018 investigative reports, reflected the following:

| <u>Type of Report</u>   | <u>Number</u> | <u>Per Cent</u> |
|---|---------------|-----------------|
| Pending reports and reports containing positive information   | 2,259         | 75              |
| Initial opening and closing reports - no process issued - information substantially negative in character | 759           | 25              |
| Total   | 3,018         | 100             |

Of the opening and closing initial reports where no process was issued and consisting of substantially negative information, the following compilation is of interest:

| <u>Type of Report</u>                | <u>Number</u> | <u>Per Cent</u> |
|--------------------------------------|---------------|-----------------|
| Reports other than Selective Service | 362           | 12              |
| Reports - Selective Service          | 397           | 13              |
| Total                                | 759           | 25              |

From the above, it was indicated that approximately 25% of all investigative reports received at the Bureau were those wherein negative information was submitted and wherein no process was issued and the case was opened and closed in the same report.

The Subcommittee felt that there should be no change in the present practice of the Bureau serving as a reservoir of negative as well as positive information and they recommended unfavorably as to the adoption of any formula.

However, this Subcommittee suggested that, in the event a reduction in material submitted is deemed necessary, the following formula should apply:

Submitted Formula of the Subcommittee:

Where all of the following circumstances exist and the investigation is conducted by a Special Agent, it will not be necessary to submit an investigative report:

1. Where the investigation could have been included in an initial opening and closing investigative report.
2. Where no process was issued.
3. Where the inquiry did not originate on the basis of a request from the Bureau or from another governmental agency in the field direct to the field office.
4. Where the information developed was negative and no special reason exists for advising the Bureau.

It will merely be sufficient in the future for the Special Agent to prepare a brief memorandum for the appropriate file reflecting the following:

1. The names and addresses of those who were interviewed.
2. A brief synopsis of the facts developed, couched in the most concise manner the circumstances will permit.
3. Quoting the opinion of the United States Attorney when an opinion is given.

The foregoing rule is to apply only in the following types of cases:

General Investigative:

- 4 National Firearms Act
- 15 Theft from Interstate Shipment
- 31 White Slave Traffic Act
- 42 Deserters
- 43 Illegal Wearing of the Uniform
- 47 Impersonation
- 88 Unlawful Flight to Avoid Prosecution
- 103 National Cattle Theft Act

National Defense Matters:

- 25 Selective Service, excepting conscientious objector, irregularity of board member, and recalcitrant industry cases
- 65 Espionage
- 100 Internal Security - Custodial Detention
- Internal Security - Denaturalization Proceedings

It was further recommended that, where the memorandum sets forth an opinion of the United States Attorney and no prosecution is involved, a copy of the memorandum prepared in the field office should be furnished to the United States Attorney.

Survey by the Subcommittee - The Subcommittee made a survey of various supervisory officials in Division 5 and Division 6 for the purpose of seeing if the above formula could apply to the various classifications of cases; for example, in sabotage cases since with every item of publicity indicating the possibility of sabotage, inquiries come from the War and Navy Departments, the Bureau should be in a position to answer these inquiries. Further, in view of certain wild statements made by Navy Department officials that sabotage does exist extensively, the Bureau should be prepared to show from its records what the facts are. Therefore, sabotage reports of all types, it was felt, should be submitted to the Bureau. There were certain types of cases, such as sedition, treason and Registration Act, where it was not felt that the existing rules should be relaxed because of the nature of the offense, and the Registration Act in particular, in its present form, was so complicated that a review of the allegations and findings was necessary at Washington and a decision for an administrative closing should not be made by the field.

Additional Recommendation of the Subcommittee Concerning Selective Service - In connection with Selective Service cases, the Committee points out that if the rule were adopted, there would be some basic objections, as follows:

1. No copy of a report has been submitted to the United States Attorney so that his case file has been cleared.

This objection could be obviated by the submission of a copy of the memorandum prepared by the Special Agent to the United States Attorney. (This is recommended in the formula.)

2. No copy of the report is made available to the Department of Justice at Washington, D. C.

It has been determined from the Supervisor assigned to Selective Service matters that the Department depends upon the reports of the FBI to determine whether the United States Attorneys are properly handling the Selective Service matters in their districts. If the field ceases to submit copies of the reports to the Bureau, the Department would then have to depend upon another system for its supervision of United States Attorneys.

It is believed, however, that this merely amounts to the Bureau keeping records for the Department and should not be given undue weight, since enough reports pending in status will come into the Bureau to allow the Department to view the



pattern being followed by the respective United States Attorneys. If they wish to carry this matter farther, they can secure the information direct from the United States Attorneys Office.

3. A certain amount of coordination will be lost by the Bureau not receiving copies of all reports. As an example, a number of duplicate registrations have been uncovered by the receipt of Selective Service reports from two separate field offices. Also cases may arise where a Selective Service fugitive in one district is released on some minor infraction of the Selective Service Act and no notice is given to the Bureau so that it can clear a case pending in another field office district.

It is believed that these circumstances will arise in very few instances and would not justify a continuation of the present practice of submitting 13% of all investigative reports of a negative character to the Bureau.

4. The Bureau will not be in a position to supervise those cases which have been improperly handled in the field. This, of course, devolves into the proposition as to whether the Bureau feels it is justified to relinquish its strict supervisory control and place the responsibility on the individual field offices for properly handling cases. It is believed to be an insufficient reason in itself to scrap the above suggestion.
5. The keeping of statistics on Selective Service matters at the present time is done in great detail. These statistics are taken from the investigative reports and in a majority of instances seem to be the main reason for the submission of the report. The main statistical data taken on the type of report that would be eliminated would be the reason for closing the following types of Selective Service cases:

1. Failure to Register
2. Induction Evader
3. Misrepresentation of draft information
4. Failure of Registrant to notify Board of change of address
5. Failure to return questionnaire
6. Failure to report for physical examination
7. Miscellaneous

The reasons used in the types of cases that would be eliminated would be:

- No Violation
- Subject Deceased
- Subject Insane
- Subject Prosecuted for Other Federal Offense
- Subject Turned Over to Other Federal Agency
- Case for State Prosecution
- No Bill
- Registration Effected
- Induction Effected
- Registrant Located and Act Complied With
- Registration Verified or Not Required
- All Others

If the initial opening and closing report of a negative investigation are not received at the Bureau and it is considered that all of these statistics still must be maintained, it is suggested that the field, incident to the preparation of the Administrative Report, submit the necessary material for the keeping of these statistics.

No attempt has been made to adopt rules and regulations for the submission of these statistics since it is believed that the Selective Service Supervisor and Mr. Harbo's Office should collaborate in the preparation of a proper form and the necessary instructions in this regard.

#### RECOMMENDATION OF THE EXECUTIVE CONFERENCE

It should be mentioned that this matter was also presented to a conference of Bureau Inspectors and Special Agents in Charge in session at Washington last week and this conference, composed of Messrs. Acers, Hince, Conroy, Brantley, McKee, Harbo and Gurnea, favored unanimously the adoption of the formula submitted by the Subcommittee.

It was recommended by Messrs. Tolson, Glavin, Piper, Tracy, Coffey, Hendon, Rosen and Glegg that the above formula submitted by the Subcommittee be adopted and that the formula should apply to Selective Service cases as well as to other cases, and in the event statistics are necessary, Mr. Harbo's office can prepare the necessary instructions and forms for the field to submit statistics in those cases opened and closed with the initial report where the information is negative.

Messrs. Quinn Tamm, Ladd and Mumford were opposed to the recommendation that there be any curtailment of the present practice of submitting reports, thereby making the Bureau a central reservoir of information, and therefore they were opposed to the adoption of the formula in question.

II. It was suggested that a specific rule be placed in the manual that copies of reports should not be sent to other offices where such other offices had already RUC'd the case, unless there was a lead to cause the re-opening of the case.

Although it was believed that common sense should indicate that this rule be practiced, it was felt this rule should be placed in the manual in order to reduce unnecessary filing by offices, to which leads are now being sent in fact erroneously, after the office has lost all interest in the case because it is concluded.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

HHC:BG

March 2, 1943

THE DIRECTOR

I. The Executives Conference, Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Pipor, Coffey, Hendon, Rosen, Ladd, Mumford and Clegg being present, considered the matter of the reduction of paper work, particularly in the submission of Bureau reports.

ORIGINAL SUGGESTION

It was initially suggested that a formula be established for reducing the number of reports and this formula was submitted as follows:

That field offices not be required to submit or prepare an investigative report when:

- A. The essential elements of a violation do not exist.
- B. When the U. S. Attorney declines prosecution and the Special Agent in Charge has no special reason to protest.
- C. Where only information obtained during the investigation is of negative value insofar as it affects any prosecution, custodial detention, or necessity for the information being included in the Bureau's records; such as, information that a subject made un-American statements.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Pipor \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Instead, as a substitute in the instances cited, when reports are not prepared, a very brief memorandum should be prepared for the field office file, in which will be listed:

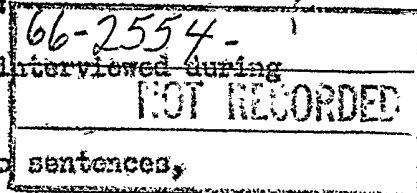
1. The names and addresses of those who were interviewed during the inquiries.
2. A brief paragraph, preferably of one or two sentences, summarizing the facts obtained.
3. Quoting the opinion of the U. S. Attorney when such an opinion is given.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5 cjb/ce  
# 323,013

cc Mr. Glavin  
APR 30 1943

ORIGINAL FILED IN 66-2554-1-2435



April 6, 1945

RCH:DW

## MEMORANDUM FOR THE DIRECTOR

Re: Organization of SIS Division

With reference to the Executive Conference memorandum of November 8, 1942, it is pointed out that the various recommendations approved by the Director were immediately instituted and have been working out satisfactorily. To further mesh the work of the SIS Division with the Bureau, Mr. Hendon suggested to the Conference that inspections of the SIS field service be made by selected members of the Bureau's regular inspection staff. This would entail principally the inspection of the offices of the various legal attaches including interviews with the Bureau's personnel outside the Continental United States except in those few instances where perhaps the nature of the undercover assignments would not permit.

Mr. Hendon pointed out that as a matter of policy it would appear most sound that any inspection of SIS should be an independent one under the inspection service of the Bureau rather than one made by individuals attached to the SIS Division. He further pointed out that four agents attached to SIS have in the past been loosely referred to as Inspectors but that as a matter of fact they really serve as troubleshooters, supervisors and couriers.

The Conference consisting of Messrs. Tolson, Tamm, Ladd, Coffey, Mumford, Hince, Acers, Carson, Quinn Tamm and Hendon unanimously recommends that the SIS field service be inspected by selected inspectors from the regular inspection staff. It is further recommended that the inspectors selected spend some time in the SIS Division at the Seat of Government familiarizing themselves with some of the problems connected with the work of the legal attaches and our undercover assignments and also a short period of time at the State Department in order to better qualify them to make the inspections. It is further recommended that the present system of having agents on SIS serve as roving contact men with the various attache offices as well as troubleshooters and couriers be continued until such a time as the Training and Inspection Division can take over a regular inspection schedule which might make it possible to eliminate the other practices.

Respectfully  
for the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc. Mr. Glavin

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/11/83 BY SP5 RJG/bwy  
#228,287  
SP5 RJG/bwy  
10/26/90  
#353,813

66-111-2025X1  
FEDERAL BUREAU OF INVESTIGATION  
AUG 3 1944  
U. S. DEPARTMENT OF JUSTICE

54 AUG 10 1944

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FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.  
March 30, 1943

WRG:FG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tamm, Ladd, Rosen, Mumford, Coffey, Hince, Hendon, Nichols, and Glavin considered the suggestion submitted by Special Agent Halter of the Chief Clerk's Office that an air compressor be secured for our typewriter repairman.

It was pointed out to the Conference that the typewriter repairman presently employed in the Bureau is doing an excellent job and is able to keep the majority of typewriters in workable condition; that with the securing of an air compressor costing approximately \$87, he would be able to completely clean or overhaul the machines. It was pointed out further to the Conference that when we send typewriters out for a complete cleaning job, the air compressor is used by the outside agency and the cost to the Bureau averages \$8.00 per machine.

The Conference feels that it will be very desirable to have such an air compressor available for our typewriter repairman and recommends the purchase of it.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

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W. R. Glavin  
Secretary

66-2554-  
NOT RECORDED

INITIALS OF OFFICIAL

ORIGINAL FILED IN 66-2554-15

APR 2 1943

LAN:ELT

March 30, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a number of suggestions emanating from the Miami Office with reference to the curtailment of paper work:

1. It was suggested that forms similar to those used for Special Agent interviews be furnished by the Bureau for reporting clerical applicant interviews.

Recommendation:

The Conference unanimously recommended that the suggestion not be adopted on the grounds that the number of clerical applicants to be considered will be small in view of the restriction on new clerical employees. It was also suggested by Mr. Glavin that the use of forms in these cases would tend to make the clerical interviews even more routine than at present and this would be an undesirable trend.

2. It was suggested that letters of transmittal to the Bureau be sent with an original only and without abstract slips.

Recommendation:

The Conference was in agreement that abstract slips are necessary in order to locate the enclosure with respect to letters of transmittal.

- Tolson
3. Mr. Tamm suggested that only the original letter be required in connection with correspondence relating to applicants, including National Police Academy applicants, when only one applicant is referred to.

Recommendation:

Nichols  
The Conference was of the opinion that the same results could be obtained by receiving copies of applicant correspondence as exist with reference to other communications of the Bureau, which procedure permits a copy to be placed in the file while action is taken on the original. It was felt that whatever time was to be saved by a change in the rule would be lost through confusion in differentiating among the various rules.

Mumford  
Harbo  
Inn. Tamm cc: Mr. Glavin  
Case  
Gandy

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LAH:EEM

March 29, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Mumford, Rosen, Nichols and Hince, considered the question of setting a date for the schools to be held for clerical and radio personnel assigned to the various territorial offices.

The Director has previously approved having these clerical and radio employees come to Washington once a year at which time they will receive one week's instruction. They will subsequently be permitted to take annual leave. Curricula for these schools have been prepared by the Training Division.

In view of the number of schools now planned for Assistant Agents in Charge, Field Supervisors and Field Chief Clerks, the Conference recommended that further consideration of the schools for territorial employees be deferred until June 1.

Respectfully,  
For the Conference

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HEREIN IS UNCLASSIFIED  
DATE 11/28/98 BY SP5C/HCE

Glyde Tolson  
Chairman

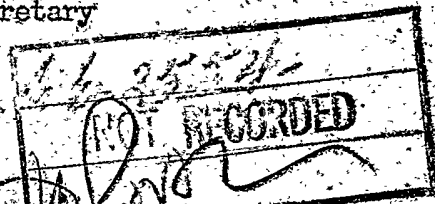
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Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC - Mr. Glavin

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3230

W. R. Glavin  
Secretary



FEDERAL PROCEDURE

A study of Federal procedure limited to the criminal side.

A one hour course for  $\frac{1}{2}$  year. To be presented at Georgetown University by Mr. E. A. Tamm and at George Washington by Mr. H. H. Clegg, a substitute for each to be selected in the event of their absence from the city on official business or their inability to attend for some other reason. The Bureau is admirably prepared to present such a course and it would not be a duplication of any course now given in any local university. It would be practical and would fill a need.

TESTIMONY AND EXPERT TESTIMONY

A study of expert testimony and a preparatory study of the art of testifying as a lay witness in Federal court procedure.

A one hour course for  $\frac{1}{2}$  year. This course to be presented at both universities the second half of the school year by Messrs. E. A. Tamm and H. H. Clegg. There is a need for this subject in the university field.

LAW ENFORCEMENT

A study of the history of law enforcement; the ethics of law enforcement; the responsibility of citizens; and the FBI and Federal law enforcement.

A one hour course for  $\frac{1}{2}$  year. An alternative course where the three-semester system is used or if it is deemed desirable at a later date to present an additional subject. To be presented by Mr. E. A. Tamm and Mr. H. H. Clegg or by other Bureau officials as may be selected.

BALLISTICS AS RELATED TO POLICE ADMINISTRATION  
AND LAW ENFORCEMENT

Mr. Tolson \_\_\_\_\_

Mr. E.A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

A study of powder residues, the identification of bullets and cartridge cases, internal ballistics and the mechanics of firearms.

A one hour course for  $\frac{1}{2}$  year - no laboratory work. To be offered at both universities, the lecturers suggested being Mr. E. P. Coffey and Mr. Quinn Tamm with substitutes of whom there are several qualified.

The Conference with the exception of Messrs. Tolson and Ladd, who do not favor the Bureau entering the university field, felt the above subjects should be offered now either after the coming summer school session or beginning with the next school year in September of 1943. After a trial it will be possible for the Director to consider the results to the Bureau and to the Bureau's prestige and it could then be determined whether

the Bureau should continue to make its place and be recognized in the field of higher learning.

Additional courses the Bureau is capable of presenting at this time and that the Bureau has the necessary qualified personnel to handle are as follows:

#### CRYPTOGRAPHY AND CRYPTANALYSIS

The study of codes and ciphers; message concealment; the use and limitations of codes and ciphers; other methods of secret communications.

A suitable elective during war or peace time. This subject could well be made available to any candidate for an AB degree. One hour course for  $\frac{1}{2}$  year. Lecture only - no laboratory work.

#### DOCUMENTS

Handwriting and handprinting comparisons; typewriter identifications; comparison of typewriting; detection of forgeries; erasures and alterations in writing; fraudulent checks; restoration of writing.

This subject will be presented to law and medical students as an elective and also made available to students majoring in social science and political science - candidates for AB degree. It is believed such a course should be one hour per week for  $\frac{1}{2}$  year. Lecture only - no laboratory work.

#### TOXICOLOGY AND CRIMINOLOGICAL CHEMISTRY

The study of the commonly known poisons; poisonous drugs; symbols and pathology in toxicological cases; the identification of poisonous substances; the selection and preservation of toxicological evidence; the analysis of blood stains and blood grouping; the testing of other body secretions; alcohol determination in the blood and urine; carbon monoxide poisoning.

Mr. Tolson \_\_\_\_\_  
Mr. E.A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
This course as an elective could be restricted to medical and law school students. One hour course for  $\frac{1}{2}$  year in each school separately. Could be adapted to pre-legal and pre-medical as a combined course. Lecture only - no laboratory work.

#### THE IDENTIFICATION AND COMPARISON OF PHYSICAL EVIDENCE BY MICROSCOPIC EXAMINATION

The microscopic examination, identification and comparison of hairs, fibers, textile fragments, soils, and industrial debris and bits of metal.

Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_  
One hour course  $\frac{1}{2}$  year could be made available to medical and law school students. Could also be given as an elective in pre-legal and pre-medical courses as preferred. Lecture only - no laboratory work.

FINGERPRINTING

The study of the history of fingerprinting, its development and its value as a means of personal identification.

There are attached hereto several releases covering courses presently being given at George Washington University illustrating the type of subject and the need in the university field for qualified assistance from sources recognized. Some of the choices made such as the choice of George Washington University of Mr. Lionel Partegas, fingerprint expert from New York, is in point.

The majority of the Conference see a great future for the Bureau in the field of police administration and in order that this field will not be taken over by private institutions or by some other Federal agency, such as the Office of Education, leaving the Director and the Bureau out of the picture entirely, they feel that we should plan to enter the university field at the present time gradually but solidly and firmly.

It is pointed out that the Director was a pioneer who gave a practical approach to a need by the establishment of the NPA and the Director should be the pioneer in the university field in raising the status of this work to a level comparable with West Point and Annapolis.

Mr. Clegg advises that President Marvin of George Washington University pointed out that Mr. Hoover and the FBI are the only man and group living today that had absolutely created a new profession with professional standards and ethics. He felt that the time had come to make professionalized training a part of the curricula of colleges and universities. He suggested the possibility of developing one or more curricula in schools of social science and of government as well as in law schools which would greatly assist universities and be beneficial to the FBI and at the same time aid the public and the students. He thinks there are untold possibilities with both Georgetown and George Washington cooperating. He felt that an experiment in this field is desirable and after finding the progress sound and worthwhile, it could then be extended throughout the nation.

The reaction at Georgetown University from Father McFally was equally

Mr. Tolson enthusiastic.

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer Mr. Glavin

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

March 29, 1943

CJT:jm

ALL INFORMATION CONTAINED  
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DATE 12/28/90 BY SP5C/bce  
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THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tamm, Glavin, Ladd, Carson, Hince, Quinn Tamm, Coffey, Mumford, Hendon, Rosen and Tracy, considered again the question of the Bureau entering the university field by making available to Georgetown and George Washington Universities courses in certain selective subjects.

The Conference considered the matter of the need for courses of this type in the local universities, the fact that universities throughout the country are already presenting some courses along this line, and the advisability of the Bureau entering this particular field.

It was pointed out that the Bureau is handling the National Police Academy and that the Academy should be expanded until it occupies a position comparable to West Point in the military field and Annapolis in the naval field, that if this is done the Bureau will definitely be in the field of higher education and the Bureau's position will be enhanced and helped by having the necessary standing in the higher educational field. The Director of the Bureau has been recognized by many universities and the Bureau's work has in this way been so recognized. The practice of using university professors in the National Police Academy has also injected the Bureau into the university field and has brought a recognition of the Bureau's work in that field.

Some of the university professors who have appeared before the NPA have felt the Director should enlarge the scope of the NPA and put it on the basis of a national university. Many state universities have recognized the need for higher education in the police administration field and when the war ends, there will undoubtedly be an impetus in this direction. The Bureau should be prepared to advance and to take advantage of the trend that will undoubtedly come.

Mr. Tolson  
Mr. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Harbo  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Piper  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

One way that the Bureau can enter the field of higher learning on a sound and firm foundation is for its officials to be on the staffs of recognized universities. This can be accomplished in Washington at Georgetown and George Washington Universities and a confidential approach has been made by Mr. E. A. Tamm at Georgetown and by Mr. H. Clegg at George Washington and the officials at both universities are highly in favor of the Bureau's participation.

The Conference considered the following subjects which could be taught as one-half year subjects one hour per week in the evening - lectures only - no laboratory work - requiring an absolute minimum amount of time and so arrange that the Bureau's work would in no way suffer therefrom:

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March 29, 1943

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THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Mumford, Rosen, Nichols and Hince, considered the request of Captain F. A. Boulton of the Third Service Command Training Center, Baltimore, Maryland, for the services of a Bureau representative to appear for a period of one hour each Monday night before the Maryland State Guard School at Camp Meade, Maryland.

It was pointed out to the Conference that there will be a different class each week comprised of business men, members of the Maryland State Guard, who are full-time civilians but who have taken the place of the old Maryland State Guard.

The Conference felt that it would be desirable to arrange for these talks but that there was some objection to acceding to the request from one military source in view of the fact others have been declined. The Conference also was informed that Captain Boulton is a former official member of the National Rifle Association, is acquainted with Bureau officials, has a high regard for the Bureau and as a result made the request.

RECOMMENDATION:

The Conference recommended that arrangements be made so that Captain Boulton's request can be transmitted to the Bureau as a request of Governor O'Connor of Maryland rather than as a request of the military authorities. If such a request is received, the Conference recommends favorably.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

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INITIALS ON OTHER SIDE

*[Handwritten signature]*

- Tolson \_\_\_\_\_
- E. A. Tamm \_\_\_\_\_
- Clegg \_\_\_\_\_
- Coffey \_\_\_\_\_
- Glavin \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Carson \_\_\_\_\_
- Hendon \_\_\_\_\_
- McGuire \_\_\_\_\_
- Mumford \_\_\_\_\_
- Harbo \_\_\_\_\_
- Quinn Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

CG - Mr. Glavin

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4. It was suggested that the original and two copies of letters in National Defense matters be required when the letter applies to some administrative detail.

Recommendation:

The Conference pointed out that there has not been any requirement for more than the usual two copies of letters in National Defense cases, and apparently the rule has arisen out of misunderstanding.

5. It was suggested that the Bureau furnish a very brief form for use in removing wanted notices placed with the Identification Division so that it will be only necessary to insert the date and the name of the fugitive.

Recommendation:

It was the opinion of the Conference that the present form should be retained; that all of the data required is essential in order to identify the individual fugitive.

6. It was suggested that the long distance log be discontinued.

Recommendation:

The Conference agreed that the long distance log was essential in the field office in order that the office might be able to check long distance calls charged by the telephone company.

7. It was suggested that radio scripts not be furnished to any field office unless that office has arranged a radio program and requests such material.

Recommendation:

The Conference agreed that as these scripts are prepared in advance, they should be furnished to the field. When Special Agents in Charge have been called upon to participate in radio programs, they have found the field office files containing prepared radio scripts to be of value. It was felt that these should be prepared and furnished in advance rather than wait for field offices to call for the scripts in an emergency.

8. It was suggested that Special Agents be permitted to place the identifying data concerning temporary confidential informants on the same page as undeveloped leads.

Recommendation:

The Conference pointed out that the suggestion was impractical inasmuch as the information concerning undeveloped leads is furnished to outside agencies and



information pertaining to confidential informants is not.

9. It was suggested that the Bureau authorize all field offices to report by teletype the arrival and departure of Agents.

Recommendation:

The Conference agreed that the rule recently established would be preferable. This rule requires the teletyping of information concerning the arrival and departure of Agents when the location of the field office is more than 24 hours distant from Washington. It was believed that letters would suffice in other instances.

10. It was suggested that the original only of certain letters relating to vouchers, automobiles, monthly inventories of tires and tubes, reports on extraordinary expenditures, reports on confidential fund and quarterly reports on inventory of ammunition be transmitted to the Bureau.

Recommendation:

The Conference agreed that the suggestion not be adopted further than the regulations which have recently been promulgated with reference to the submission of original letters only in matters effecting the Chief Clerk's Office. It was pointed out that in connection with reports on extraordinary expenditures, confidential fund items, and automobile matters, that there are occasions when more than the original is required.

Those present at the Conference were Messrs. E. A. Tamm, Rosen, Mumford, Tracy, Piper, Hendon, Nichols, Coffey, Glavin and Hince.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. E. Glavin  
Secretary

KMP:FF

March 26, 1943

THE DIRECTOR

*mm*  
The Executive Conference on 3/25/43, comprising Messrs. E. A. Tamm, Glavin, Nichols, Coffey, Hendon, Mumford, Tracy, Rosen, Hince, and Piper, considered the advisability of placing a nurse at the Armory to serve the Identification Division on the night shift until midnight each night.

It was noted that in the Department of Justice Building there are two nurses assigned each night until midnight.

At present there are 168 employees working on the night shift until midnight in the Armory and there are approximately 250 employees working on the night shift until midnight in the Justice Building.

It was unanimously approved that one of the two nurses presently designated for night duty in the Justice Building be designated for night duty at the Armory. This will leave one nurse on duty until midnight for the Bureau in the Justice Building.

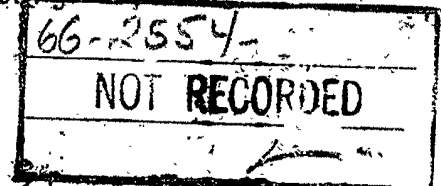
Respectfully,  
For the Conference

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



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62-26780-25

JOHN EDGAR HOOVER  
DIRECTORFEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 26, 1943

SJT:eio

## MEMORANDUM FOR THE DIRECTOR

R3: Building Passes of Clerical Employees  
in Identification Division - Armory

The Executive Conference, consisting of Messrs. J. A. Tamm, Ladd, Glavin, Nichols, Hendon, Carson, Piper, Rosen, Mumford, Hince and Tracy, considered a suggestion that the issuance of and use of building passes be discontinued for all clerical employees assigned to the Identification Division in the Armory. Admission to the Identification Division is by badge with photograph and it is felt that the loss of passes and badges will be reduced over fifty percent if this suggestion is approved.

At the present time employees of the Identification Division may not gain entrance to the building if they do not have either their pass or their badge. If they have neither they are required to report to the information desk in the Administrative Building lobby where the clerk on duty takes their names and telephones their respective sections. This procedure was installed for the reason that employees have been in the habit of gaining admittance to the Justice Building and the Armory by having an employee vouch for them, concealing the fact that they lost or forgot their badge or pass. The Conference unanimously concurred in the recommendation that all passes be withdrawn and that badges only be used for admission, there being no reason why any clerical employees of the Armory need have a pass to gain entrance to the Department of Justice Building as they would have no business in that building that they could not transact without having a pass.

Respectrully,  
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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CG- Mr. Glavin

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March 25, 1943

LAH:EEF:JGM

THE DIRECTOR

RE: DICTATION SLIPS

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge.

It was pointed out by the SACs and Inspectors' Conference that dictation slips are placed in the file when a report or communication is dictated in order that any agent thereafter reviewing the file before the time the dictation is transcribed and filed may be aware of pending dictation. It was pointed out that when rough draft reports are prepared and dictation recorded on dictaphones by agents there is no requirement that dictation slips be prepared.

The SACs and Inspectors' Conference recommended that agents be required to attach dictation slips to dictaphone records and rough draft reports in order to make the practice uniform. It was pointed out there is very little work involved in filling out dictation slips which may be filled out in longhand and checking the prescribed form.

RECOMMENDATION: The Executive Conference recommended unanimously that Special Agents be required to attach dictation slips to dictaphone records and rough draft reports in order to make the practice uniform and in

Mr. Tolson order to permit any employee reviewing an investigative file to determine Mr. E. A. definitely whether there is pending transcription.

Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_ If approved, appropriate instructions will be issued to the  
Mr. Glavin field.

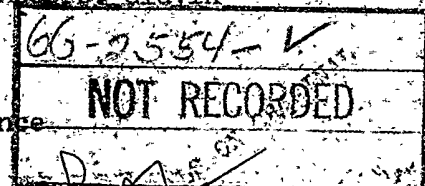
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_ Those present at the Executive Conference were Messrs. Glavin  
Mr. Rosen Piper, Tracy, Q. Tamm, Nichols, Acers, and Hince.

Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_ Respectfully,  
Mr. Hendon \_\_\_\_\_ For the Conference

Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_ Clyde Tolson  
Mr. Harbo \_\_\_\_\_ Chairman

Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_ W. R. Glavin  
Miss Gandy \_\_\_\_\_ Secretary

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Mr. Coffey felt that there would be a tremendous savings in photographic expense since many of the enlargements we now make would not be necessary. The field SACs and the supervisors at the Seat of Government while using these readers could tell what enlargements were necessary, if any, and rather than having hundreds of enlargements made of a roll of film, it might be necessary to have only one or two or a few more made from each roll of film. It is understood that many times some of the photographs made are not pertinent to the investigation at hand. However, the men taking the actual photographs do not have sufficient time to review and study the material to ascertain whether it should or should not be photographed and are working under the stress of a time limit to get all the material photographed at the earliest possible time.

Mr. Renneberger stated at the present time on this particular type of work we are making approximately 90,000 enlargements a month which cost on an average of \$2,800. Mr. Renneberger feels that by utilizing the microfilm readers it would be of material assistance and benefit to the Bureau.

For the Director's information, the total number of microfilm readers would be approximately 60 at \$65 each, or a total cost of \$3900 for all of the readers. It would therefore seem that if we are able to reduce our printing cost to one-half, that the readers would pay for themselves in a period of three months.

Respectfully submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

March 25, 1943

VRG:FG

THE DIRECTOR

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The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Hendon, Nichols, Rosen, Mumford, Carson, Piper, Coffey, and Glavin considered a recommendation made by Mr. Coffey for the purchase of one microfilm reader for each field division and six additional readers for use at the Seat of Government by the Supervisors. The cost of these readers is approximately \$65 each.

For the Director's information, microfilm readers could be used to read the Photorecord film presently being used in the taking of micro-photographs in the various field offices. At the present time it is necessary after the photographs are taken with this particular 35 mm. camera that the undeveloped film either be sent out to a commercial contractor for development or into the Bureau's photographic section for development and printing, or to one of the field offices having photographic equipment, namely, Chicago, Los Angeles, and New York for development and printing. Frankly, this material is not forwarded to commercial contractors for development since the majority is material of a confidential nature which has been photographed. For instance, it may be possible to secure confidential documents for only a short period of time. It is necessary that we photograph all of these documents, returning the originals within an hour or so. With the Photorecord camera the actual documents can be photographed on the 35 mm. microfilm and the documents are then returned. It is not possible to determine just what negatives should be developed and as a result thereof the negatives are sent into the Coffey office or to the Bureau for development with the request that Glavin have of photographic prints be made.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Glavin  
Mr. Mumford  
Mr. Piper  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

If the microfilm readers were available in each of the field offices and for the supervisors at the Seat of Government, handling internal security investigations, the film could be handled as follows: If necessary, the negatives could be forwarded to the Seat of Government for development. Then the supervisor could review the developed film to determine what negatives should be printed. The field office having the developed films returned to it could also use the readers to determine which of the documents are important, and as a matter of fact, the material on the film could be brought up to understandable size and could be copied without any printing of enlargements of the film.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/28/98 BY SP5CIP/PC

# 323,013

52 AUG 24 1943

ORIGINAL COPY FILED IN 61-6116-755

Memorandum for the Director

- 2 -

Investigative Divisions and in Crime Statistics handling correspondence of this nature will be appropriately instructed.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



WRG:pb

March 20, 1943

THE DIRECTOR

The <sup>O</sup>Executive Conference, consisting of Messrs. Tolson, Tamm, Nichols, Hendon, Rosen, Hince, Clegg, Piper, Mumford, Carson, Ladd, Quinn Tamm, Tracy, and Glavin, considered certain suggestions submitted by Special Agent Gauthier working toward the bolstering of the morale of Bureau employees.

1) Mr. Gauthier suggested that the Bureau consider the advisability of participating in some radio program on a nationwide hook-up where the employees of the New York Field Office and the Newark Field Office engage in a question and answer forum similar to the program known as "The Battle of the Sexes".

The Conference recommends against the adoption of this suggestion at this time.

2) Mr. Gauthier suggested that since the Bureau has adopted an official FBI flag, that consideration be given at this time to the possibility of having flags made which would cost considerably less than hand-embroidered flags, to be placed in the Field Offices, Training Schools, and offices of the officials at the Seat of Government. A good flag embroidered and made of silk would run in the neighborhood of approximately \$300.00. A print flag of cotton and rayon with ink or dye would cost considerably less.

ENCLOSURE  
Filed with  
original  
copy  
The Conference feels that if any such flags were to be secured that they should be of a good type of flag. It feels, further, that at the present time funds necessary to purchase these flags can be very well spent for other necessary equipment and materials for the Bureau and recommends against the adoption of this suggestion at the present time.

66-2554-  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

3) Mr. Gauthier further suggested that the Bureau adopt an official FBI song. He pointed out that the armed forces all have their songs such as "Anchors Aweigh" for the Navy, "Caissons go Rolling Along" for the Army, "Marine Hymn" for the Marines, "Semper Paratus" for the Coast Guard, and "Men of the Merchant Marines" for the Merchant Marines.

The Conference does not feel that efforts should be made at this time to write such a song, that most of the songs of

AM/bw

March 24, 1943

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DATE 11/28/90 BY SP5/16ce

#323,013

THE DIRECTOR

Re: Attorney General's Committee to adopt  
a uniform system and procedure for the  
handling of Federal prisoners, etc., as  
it relates to the United States Marshals.

The Executive Conference attended by Messrs.  
E. A. Tamm, Carson, Hince, Hendon, Piper and Rosen considered  
the recommendations of the above Committee. Although these  
recommendations have not been submitted to the Attorney General  
it is expected that there will be adopted a uniform practice re-  
lating to all of the marshals' duties, the handling of prisoners,  
and certain physical requirements to be set up, in accordance with  
the general recommendations that the entire procedure of the of-  
fice of the U. S. Marshal be streamlined and modernized. At the  
present time Field Deputy Marshals are authorized to carry one  
type of firearms, that is the .32 caliber pistol.

It is expected firearms training will be given to all  
Field Deputy Marshals who are authorized to carry firearms.  
These Field Deputy Marshals will have to meet the requirement  
that they pass certain physical tests and meet other standards  
which will be set up by the Attorney General.

Assuming that firearms training will be given to all  
Deputies, the question is raised as to who will give this firearms  
training. At the present time the U. S. Marshal's office at

Mr. Tolson Newark, New Jersey, is receiving some training from the Alcohol  
Mr. E. A. Tamm Unit investigators at that point. In Chicago the U. S.  
Mr. Clegg Marshal's office is receiving training from members of the ATU  
Mr. Coffey and the Coast Guard, Secret Service, ATU, and others have as-  
Mr. Glavin sisted the U. S. Marshals in training at other points in the  
Mr. Ladd United States.

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

If the Bureau is requested to train members of the  
Marshals' offices who are qualified to carry firearms, and if  
the Bureau is requested to assist in outlining the program and  
giving training in the handling of firearms, proper methods of  
search, the handling of prisoners, and the use of restraining  
devices, it is recommended that we accede for the following  
reasons:

1. If we do not we cannot allow ATU Agents and others  
outside of the Department of Justice to give this sort of fire-  
arms training.

66-2554  
NOT RECORDED

ORIGINAL FILED IN 62-53439-105

WRG:ATW

March 20, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, Nichols, Hince, Piper, Coffey and Glavin considered regulations pertaining to the granting of annual leave in the field.

For the Director's information, at the present time we have a regulation at the seat of government that no annual leave is granted unless for emergency purposes until an employee has worked 90 days in our service; further, that clerical employees at the seat of government retain for emergency purposes at least 3 days' annual leave. We found it was necessary to establish such a regulation which was recommended by the Conference and approved by the Director sometime ago because so many of our youngsters here were taking their leave right up to the last minute and when emergencies occurred they had no leave which could be granted them and the problem of leave without pay had to be considered.

The Conference feels that insofar as the field service is concerned that the Bureau regulation that an employee should be in the service at least 90 days before securing annual leave for other than emergency purposes should be followed.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
With reference to the holding in reserve of at least 3 days' annual leave for field employees, the Conference feels that such a regulation is unnecessary because the leave problems in the field are not in anyway as difficult as they are at the seat of government. Most field employees have sufficient leave to take care of any requests made by them. Very few, if any, cases of leave without pay other than for prolonged illnesses have come up in the field service.

Mr. Carson  
Mr. Hendon  
Mr. McGuire  
Mr. Mumford  
Should the Director approve the Conference recommendation, the field will be appropriately advised.

Mr. Harbo  
Mr. Quinn  
Mr. Nease  
Miss Gandy  
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DATE 11/28/92 BY SP-5/BJC

Respectfully,  
FOR THE CONFERENCE,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554-  
NOT RECORDED  
INITIALS

8 MAY 10 1943

Executive Conference

66-2554-1001

WRG:pb

March 20, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tamm, Nichols, Hendon, Rosen, Hince, Tracy, and Glavin, considered a suggestion submitted by Mr. Gauthier concerning the preparation of posters showing the law enforcement officer's worth in the war effort. Sample posters are attached hereto.

The Conference feels that there are excellent ideas advanced by Mr. Gauthier in these particular posters. The Conference feels, however, that there should be no wide distribution of them at this time. We are distributing all of the posters to our employees now and it is not felt that the cost of such distribution should be materially increased on our posters. At the present time the cost is \$28.14 a week.

The Conference suggests that further consideration be given to this matter at a later date if the Director feels that it is one worthy of such consideration.

Respectfully Submitted,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

|              |
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| NOT RECORDED |

APR 20 1943

ORIGINAL FILED IN 74-4-5548-120

LAH:LC7

March 17, 1943

ALL INFORMATION CONTAINED  
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DATE 11/28/95 BY SPSC/lbce  
#333013

THE DIRECTOR

The Executive Conference considered the suggestions of Mr. Acers with respect to the curtailment of paper work. The suggestions were previously considered by the Conference of Special Agents in Charge and Inspectors.

1. Mr. Acers suggested that the practice of posting leave records be discontinued in the field inasmuch as the Bureau keeps these records.

Recommendation: The Conference of Special Agents in Charge and Inspectors and the Executive Conference were opposed to changing the present practice because it is believed that the field should have an accurate record maintained currently so that the Special Agent in Charge may determine whether he should approve leave.

2. Mr. Acers suggested that the field offices adopt a universal form letter along the lines of the Bureau's standardized form used at headquarters.

Recommendation: The conference of Special Agents in Charge and Inspectors was opposed on the grounds that the time saved would not compensate for the time used on the new general form.

The Executive Conference unanimously opposed the suggestion.

3. Mr. Acers suggested that the practice presently followed of submitting RUC'd teletypes in Selective Service and applicant cases be extended to National Defense and general investigative cases. In those instances where an expedite investigation is requested and an expedite report is made by teletype, the suggestion calls for the elimination of the typewritten report.

Recommendation: The conference of Special Agents in Charge and Inspectors was opposed to this suggestion on the grounds that it would eliminate uniformity in the submission of reports.

The Executive Conference was unanimously opposed to the suggestion in view of recent determinations as to the extent to which investigative reports may be suspended.

Those present were Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Piper, McGuire, Mumford, Ladd, Carson, and Hince.

If approved, a letter has been prepared for Mr. Acers.

Respectfully,  
For the Conference

cc - Mr. Glavin

66-25545  
NOT RECORDED  
Clyde Tolson  
Chairman  
Mr. E. A. Glavin  
Secretary

ORIGINAL FILED IN

mem  
V

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 20, 1943

WEP/elg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on 3-19-43 comprised of Messrs. E. A. Tamm, Glavin, Hince, Nichols, Hendon, Coffey, Carson, Ladd, Rosen, Mumford and Piper considered the request of SAC McFarlin for the approval of office space at Sault Ste. Marie, Michigan, and the designation of a full-time male stenographer to handle telephonic communications for the Resident Agent at Sault Ste. Marie.

SAC McFarlin advised that the Soo Information Center recently established at Fort Brady, Michigan, was comprised of various United States Army Departments including the Air Corps, Signal Corps, Engineers, Infantry, Coast Artillery, Chemical Warfare, Military Intelligence and Provost Marshal. The United States Navy also has a liaison officer as does the RCAF. He advised that the St. Mary's Locks is one of the more strategic points inasmuch as almost the entire iron-ore production of the United States passes through these locks. He further advised that the Soo Information Center is manned by twenty officers of the Central Defense Command and eighty enlisted men in which the CAA and the FCC were also represented.

SAC McFarlin advised that as a practical matter information relating to the primary investigative jurisdiction of the Bureau is often reported to the Soo Information Center and accordingly, the Bureau is at a disadvantage in operating under the present arrangement of a Resident Agency.

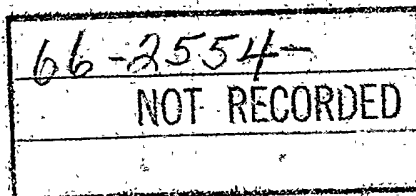
The Conference was unanimously of the opinion that no recommendation should be made in this matter pending the outcome of our experience on the five Resident Agencies currently being set up on the Atlantic Seaboard.

Respectfully,

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DATE 11/28/91 BY 3056/lce  
#323073

C.A. Tolson  
Chairman

W. R. Glavin  
Secretary



APR 23 1943

INITIALS ON ORIGINAL

WEG:ATW

March 20, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, Nichols, Hince, Piper, Coffey and Glavin considered the request of the SIS Division to furnish two additional automobiles to the Agents at Havana, Cuba.

For the information of the Director, we have one Bureau-owned automobile in Havana at the present time and the Agents there are renting another automobile at the cost of approximately \$60.00 a month. There are twelve Special Agents assigned openly to the American Embassy and due to the amount of investigative activity at Havana, it is felt that additional automotive equipment is necessary. Mr. Carson of the SIS Division points out that the price of automobiles in Havana is all out of proportion, that a car costing approximately \$700 in the United States would cost at least \$1,700 in Havana, Cuba, that tire rationing is in effect in Cuba and that it is very difficult to buy a car with usable tires.

The Conference unanimously recommends that we furnish one additional car to the Agents at Havana and that Special Agent Leddy in charge of the detail be instructed to

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

The Conference feels that at the present time two cars should take care of the needs of the Agents at Havana. Should the Director approve, appropriate steps will be taken to furnish this car to the men in Havana.

ALL INFORMATION CONTAINED

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DATE 11/28/90 BY SP5/ice

#323013

Respectfully,

FOR THE CONFERENCE

Clyde Tolson  
Chairman

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| FEDERAL BUREAU OF INVESTIGATION |
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| U. S. DEPARTMENT OF JUSTICE     |
| Secretary                       |

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INITIALS ON ORIGINAL

Original copy filed in 64-4104-401



NRG:ATV

March 17, 1943

THE DIRECTOR

The Conference consisting of Messrs. Tolson, E.A. Tamm, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen and Glavin considered the necessity of filing letters from field offices concerning recreational activities.

The Conference was of the unanimous opinion that such communications need not be filed.

Respectfully,  
FOR THE CONFERENCE

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DATE 11/28/90 BY SP5 C/bc  
4323813

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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NOT RECORDED  
INITIALS ON ORIGINAL - 8

APR 22 1943

ORIGINAL FILED IN 66-3665-1129 06

LAH:HEM

March 17, 1943

THE DIRECTOR

RE: DRY FIRING

The <sup>0</sup>Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special Conference of Special Agents in Charge.

The Inspectors and SACs' Conference considered the regulation which prohibits Special Agents from dry firing unless under supervision of qualified firearms instructors. It was agreed that if the Agents could dry fire at home and at other appropriate places it would improve their acquaintance with the revolver. Mr. Gurnea was of the opinion that if it were permitted there would not actually be much practice and there was danger involved.

Messrs. Harbo and McKee were in favor of permitting dry firing with the provision that it was not permitted in the Field Office. Messrs. Clegg, Brantley, Acers, Conroy and Hince were opposed to any change in any regulation in that it would tend to decrease safety factors in handling all firearms.

The Executive Conference was unanimously in favor of retaining the present regulations with regard to dry firing. Those present were Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Piper, Mumford, Ladd, Carson,

Mr. Tolson <sup>and</sup> Hince.

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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4323013

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-2554  
NOT RECORDED

1-29-43

cc - Mr. Glavin

ORIGINAL FILED IN 66-2554-1

Memorandum for the Director

- 2 -

2. We could handle the training program locally. With little inconvenience a qualified firearms instructor or the Special Agent in Charge in each Field Office could train a qualified representative of the office of the U. S. Marshal in the use of the .38 caliber pistol, restraining devices, and proper methods of search. The member of the U. S. Marshal's office who is so trained could in turn train the other members of the office of the U. S. Marshal.

3. Jim Bennett of the Bureau of Prisons would gladly take over this training program. However, it cannot be assumed that he will be designated as obviously the committee in its recommendations to the Attorney General felt that the FBI is best qualified to handle this type of training.

Therefore, all those in attendance at the Executive Conference except Mr. Piper recommend that we agree to prepare some sort of program for the training of Marshals and assist as indicated above in the event the Attorney General requests the Bureau to do it.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

March 1, 1943

LAH:MMH

THE DIRECTOR

The Executive Conference and the special conference of Special Agents in Charge considered the suggestion of Mr. J. L. Dalton that the Bureau require that its file number be placed in the upper right-hand corner of investigative reports prepared in the field.

Recommendation:

The Special Agents' in Charge conference was opposed to this suggestion and believed that nothing is to be gained from it.

The Executive Conference, those being present Messrs. Tolson, Glavin, Quinn Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper, and Hince, agreed that the Bureau's recent determination with respect to the handling of file numbers with investigative reports were sound and that the existing rule should be followed. The existing rule requires that the Bureau file number, when known to the Agent preparing the report, should be placed in the Reference of the report.

If approved, a letter to Mr. Dalton has been prepared.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

ALL INFORMATION CONTAINED

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DATE 11/28/90 BY SP5C/KC

#323,013

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

cc: Mr. Glavin

|              |
|--------------|
| 66-2554      |
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*Handwritten initials*

51 APR 7 1943

ORIGINAL FILED IN

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LAM:SEM

March 5, 1943

THE DIRECTOR

RE: ARRIVAL AND DEPARTURE FORM

<sup>0</sup>  
The Executive Conference considered and approved the attached proposed Arrival and Departure form which should be used by Field Offices for reporting the arrival and departure of Special Agents from or to Field Divisions. This would consolidate two existing forms and would also serve to handle reports of Agents on assignment.

If approved, the appropriate changes will be made in the manuals and a supply of these forms will be furnished to the Field.

Those present were Messrs. Tolson, Glavin, Q. Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince.

Respectfully,  
For the Conference

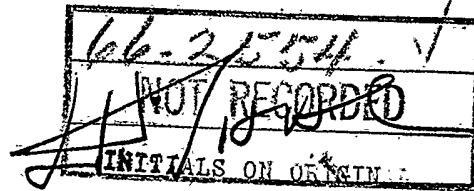
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DATE 11/28/90 BY SP5/BJC  
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Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd cc Mr. Glavin  
Mr. Nichols Attachment  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



ORIGINAL COPY FILED IN 66-2554-155-5

JUN 25 1943

Director, FBI

Dear Sir:

NOTICE OF ARRIVAL OR  
DEPARTURE

Name: \_\_\_\_\_

Arrived: \_\_\_\_\_  
(Time & Place)

From: \_\_\_\_\_

Reported for Duty: \_\_\_\_\_  
(Time & Date)

Nature of Assignment: \_\_\_\_\_

Address: \_\_\_\_\_

Departed: \_\_\_\_\_  
(Date & Time)

Destination: \_\_\_\_\_

Very truly yours,

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DATE 11/28/98 BY SP5VJ/hce

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SAC

ENCLOSURE

66-2554. ✓

March 25, 1943

LAH:JGM

THE DIRECTOR

The Executive Conference considered the following matter which was previously considered by the Chief Clerks Conference and by the special conference of Special Agents in Charge.

The SACs and Inspectors' Conference recommended the attached form letter be furnished the field to save the typing of a special letter transmitting the personnel file; leave record card, leave slips, field firearms record card, and technical training record card of agents when transferred from one office to another.

RECOMMENDATION: The Executive Conference recommended that the attached form be adopted for use by the field in transmitting necessary records from one office to another when an agent is transferred.

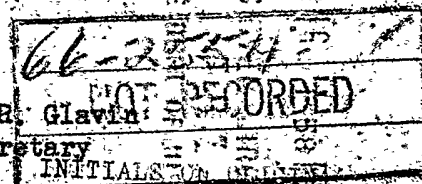
Those present at the Executive Conference were Messrs. Tolson, Glavin, Piper, Tracy, Q. Tamm, Nichols, Acers, Hince, Rosen, and Ladd.

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HEREIN IS UNCLASSIFIED  
DATE 11/28/90 BY SP5C/bce  
#323013

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



*[Handwritten signature]*

Tolson \_\_\_\_\_  
A. Tamm \_\_\_\_\_  
Egg \_\_\_\_\_  
Coffey \_\_\_\_\_  
Glavin \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Carson \_\_\_\_\_  
Hendon \_\_\_\_\_  
McGuire \_\_\_\_\_  
Mumford \_\_\_\_\_  
Harbo \_\_\_\_\_  
Quinn Tamm \_\_\_\_\_  
Lease \_\_\_\_\_  
Gandy \_\_\_\_\_

25 JUN 1943

ORIGINAL COPY FILED IN 66-34482-1576



March 25, 1943

L.H.BEL:JGM

THE DIRECTOR

RE: PROPOSED NEW SECTION OF FIELD CLERK'S  
MANUAL COVERING SUBJECT OF CONTRACTS

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge.

The Special Agents in Charge and Inspectors' Conference unanimously recommended that the Chief Clerk's Office of the Bureau prepare a section on the preparation and handling of contracts so that this might be inserted in the Field Clerk's Manual. It was stated this would be of considerable assistance to the field because it is almost always necessary for these contracts to be corrected by the Bureau at Washington.

RECOMMENDATION: The Executive Conference recommended that the Chief Clerk's Office prepare a section on contracts for the Field Clerk's Manual.

If approved, the memorandum to Mr. Glavin is attached.

Those present at the Executive Conference were Messrs. Glavin, Piper, Tracy, Q. Tamm, Nichols, Acers, and Hince.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
For the Conference

INITIALS ON ORIGINAL

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/28/98 BY SP5 C/b/c  
#323013

CC - Mr. Glavin

|              |
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| 66-2554-     |
| NOT RECORDED |

58 MAY 8

1943

66-4893-50

March 25, 1943

LAH:JGM

THE DIRECTOR

RE: INVENTORY OF SPECIAL AGENTS' PROPERTY

The Executive Conference considered the following matter which was previously considered by the Chief Clerks' Conference and by the special conference of Special Agents in Charge.

The Chief Clerks' Conference considered the matter of the inventory of property assigned to agents individually in the field. At the present time this property is inventoried on April 15th, and a letter is sent to the Bureau showing the property in the possession of each agent. A copy of this letter is placed in the administrative file of the agent. When the agent is transferred, the letter remains in the administrative file in the office from which he was transferred. The office to which he is transferred has no record of the property of the agent during the interim until the next inventory date. There appeared many good reasons why the SAC should have available to him inventory of the property assigned to his agents.

The Chief Clerks' Conference and the Conference of Special Agents in Charge and Inspectors unanimously recommended that when an agent is assigned from the training school to the field, a property card be made up and transmitted with the other records which are sent to his first office. This property card, preferably letter size, would contain a list of the property the agent has when he leaves Bureau headquarters. On the date of the next inventory the SAC would have this card available to check the property of the Special Agent. The card would be available as a record of property in possession of the agent at all times and would be transmitted to the next office of assignment when he is transferred. Additional spaces could be left on the card so that the field might enter property subsequently issued to the agent. The field would be instructed to strike out and indicate the return of property on the card.

With reference to agents already in the field, the Special Agents in Charge and Inspectors' Conference recommended that the Bureau issue property cards to the field offices and that these cards be made up, be filled in, and placed in the personnel file.

The SACs and Inspectors' Conference recommended that these property cards be maintained in one file, arranged alphabetically in the field office rather than being placed in the administrative file.

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DATE 11/28/98 BY 3950/KL

#323,013

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FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

March 24, 1943

LAN:EMH

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered again the general Bureau policy with respect to the deferment of cases. Mr. Tolson asked that the matter be brought up. SAC Stein has indicated that he does not believe that the policy of deferring cases is sound, but believes that cases should either be closed because of lack of substance or if they possess any possibilities they should be kept in an active status.

Mr. Tolson has indicated that he has also felt that these deferred cases mean absolutely nothing; that deferring them means the same thing as keeping them in an active unassigned status. At any rate, Mr. Tolson has indicated that there should be an inquiry made as to the need for the rule so that if there is no need for it we can discontinue the policy, but if it is a good rule, we may require that it be consistently used throughout the service. It has been noted in recent inspections that some Special Agents in Charge follow the rule; others do not.

The Conference of Special Agents in Charge and Inspectors considered the problem. Messrs. Brantley, Conroy and Gurnea were opposed to the Bureau's policy of deferring cases. They stated that it simply required the juggling of figures and some Special Agents in Charge take advantage of the policy to defer a number of cases, which has the net result of making their case load look smaller than the case load of other Special Agents in Charge who defer very few cases and have a correspondingly greater delinquency as a rule.

Messrs. Clegg, Acers, Harbo, McKee and Hince were in favor of continuing the present policy on the grounds that the policy permits the Special Agent in Charge to select those cases which are in need of immediate attention and assign them, and defer those cases which are not in need of immediate attention for assignment when there are no better cases available.

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Mumford, Piper, Carson, Ladd and Hendon were unanimously opposed to the Bureau's policy and recommended that it be discontinued. It was pointed out that of 166,636 pending cases in the field, there are 7,153 deferred cases. These are concentrated among a relatively small number of offices. It was further indicated during the Conference discussion that the deferring policy served a purpose at one time

CC: Mr. Glavin

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DATE 11/28/90 BY SP5CJ/bce

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| 66-2554              |
| INITIALS ON ORIGINAL |

52 MAY 12 1943

ORIGINAL FILED IN 66-2554-591

before the field became better educated as to which complaints should be investigated and which were non-specific and psychopathic. It was felt by the Conference that the field is sufficiently educated at this time so that they may select the cases which need investigation and open them, especially sufficiently educated to select the cases which do not deserve investigation and close them.

Recommendation:

The Executive Conference recommended that the policy of deferring cases be discontinued.

"O. K."  
"H."

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

27 MAY 22 1943

66-2554-  
NOT RECORDED

ORIGINAL FILED IN 66-34

LAH:AMH

March 24, 1943

THE DIRECTOR

The Executive Conference considered again the general Bureau policy with respect to the deferment of cases. Mr. Tolson asked that the matter be brought up. SAC Stein has indicated that he does not believe that the policy of deferring cases is sound, but believes that cases should either be closed because of lack of substance or if they possess any possibilities they should be kept in an active status.

Mr. Tolson has indicated that he has also felt that these deferred cases mean absolutely nothing; that deferring them means the same thing as keeping them in an active unassigned status. At any rate, Mr. Tolson has indicated that there should be an inquiry made as to the need for the rule so that if there is no need for it we can discontinue the policy, but if it is a good rule, we may require that it be consistently used throughout the service. It has been noted in recent inspections that some Special Agents in Charge follow the rule, others do not.

The Conference of Special Agents in Charge and Inspectors considered the problem. Messrs. Brantley, Conroy and Curnea were opposed to the Bureau's policy of deferring cases. They stated that it simply required the juggling of figures and some Special Agents in Charge take advantage of the policy to defer a number of cases, which has the net result of making their case load look smaller than the case load of other Special Agents in Charge who defer very few cases and have correspondingly greater delinquency as a rule.

Messrs. Glegg, Acers, Harbo, McKee and Hince were in favor of continuing the present policy on the grounds that the policy permits the Special Agent in Charge to select those cases which are in need of immediate attention and assign them, and defer those cases which are not in need of immediate attention or assignment when no better cases available.

Mr. Glavin: The Executive Conference, consisting of Messrs. Tolson, Glavin, Coffey, Ladd, Nichols, Piper, Carson, Ladd and Hendon were unanimously opposed to the Bureau's policy and recommended that it be discontinued. It was pointed out that of 1,200 cases in the field, there are 7,000 deferred cases. There are considerable numbers of officers. It was further indicated during the Conference discussion that the deferring policy serves no purpose at one time.

Mr. McGuire

Mr. Mumford CC: Mr. Glavin

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Go! H/100

before the field became better educated as to which complaints should be investigated and which were non-specific and psychopathic. It was felt by the Conference that the field is sufficiently educated at this time so that they may select the cases which need investigation and open them, and especially sufficiently educated to select the cases which do not deserve investigation and close them.

Recommendation:

The Executive Conference recommended that the policy of deferring cases be discontinued.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary



AR/bw

March 24, 1943

THE DIRECTOR

The Executive Conference attended by Messrs. L. A. Tamm, Carson, Hince, Hendon, Piper and Rosen approved the supplemental bulletin to the Field with reference to War Fraud Investigations under the Servicemen's Dependents Allowance Act of 1942. The bulletin amplifies previous instructions and furnishes additional information which we have been able to secure regarding the manner in which allowance payments are handled by the armed forces.

In view of the changing interpretations of the act it is not believed advisable at this time to insert this material in the Manual of Instructions nor to amend the present Manual of Instructions section.

Respectfully,  
For the Conference

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HEREIN IS UNCLASSIFIED

DATE 12/28/98 BY SP5CJ/are

#323,473

Clyde Tolson,  
Chairman

W. B. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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**RECOMMENDATION:** The Executive Conference recommended that a property inventory form be devised and that it be prepared at the Seat of Government for each new agent as he finishes the training school and that it be transmitted to the field along with other records which are presently transmitted to the agent's first office of assignment.

The Executive Conference recommended that the inventory record be placed in the field personnel file as a permanent available record of the property issued to each agent and as an useful reference for SACs when preparing the annual inventory.

With reference to Special Agents presently in the field it was recommended that the field be instructed to prepare inventory cards on each Special Agent now in the field and place these in the individual field personnel files.

If approved, appropriate instructions will be issued to the field. A memorandum for Mr. Glavin is attached.

Those present at the Executive Conference were Messrs. Tolson, Glavin, Piper, Tracy, Q. Tamm, Nichols, Acers, Hince, Rosen, and Ladd.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

CC - Mr. Glavin

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

March 18, 1943

BOH:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Ladd, Glavin, Nichols, Tracy, Coffey, Hince, Piper, Mumford, Carson and Hendon considered the present methods utilized in distributing bulletins and form letters to the Field and to officials and supervisors at the Seat of Government.

It was pointed out that the present system under which material is addressed by title to Assistants to the Director, Assistant Directors, Inspectors, Supervisors and others as the facts warrant had caused a great deal of confusion and material which should come to the attention of various section heads was not reaching them. Also there has been confusion in connection with the addressing of material to Special Agents in Charge and the agents in the Field.

The Conference was of the unanimous opinion that we should return to the practices which were utilized prior to December 1942. If this is approved in the future all Bulletins will be addressed "To All Special Agents in Charge" and a sufficient number of copies will be sent to each office for distribution to the investigative employees assigned there. Letters for distribution to all Agents in Charge will be printed with the name of each office in the heading and a copy will be checked off as sent. Material for distribution to the officials at the Seat of Government will be printed with the specific names of the officials and section heads who are to receive same. If it is desired to also send such material to the supervisors at the Seat of Government there will be added to the communication the phrase "To All Supervisors" and a sufficient number of copies will be furnished to each section of the Bureau for distribution to the supervisors assigned thereto. If the above is approved, Bulletins will go to all Bureau officials and Special Agents and each letter to Special Agents in Charge will automatically be furnished to all Bureau officials and section heads.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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Respectfully,

For the Conference

For the Conference

For the Conference

For the Conference

For the Conference

For the Conference

For the Conference

For the Conference

For the Conference

For the Conference

66-2554-  
NOT RECORDED

Clyde Tolson

Chairman

Clyde Tolson

Chairman

Clyde Tolson

Chairman

W. E. Glavin

Secretary

W. E. Glavin

Secretary

W. E. Glavin

Secretary

CC - Mr. Glavin

LBN:RC

March 12, 1943

THE DIRECTOR

6  
The Executive Conference consisting of Messrs. Tolson, Glavin, Piper, Quinn Tamm, Carson, Acers, Hendon, Coffey, Ladd, Rosen, and Nichols, considered the suggestion of Mr. Nichols that letters from law enforcement agencies requesting supplies in connection with the uniform crime reporting project be destroyed as soon as the material has been forwarded to the law enforcement agency making the request, and unanimously recommended the adoption of this suggestion.

Such letters should not be blocked in the Files Section but merely routed to Mr. Harbo's office for handling, after which the incoming communication can be destroyed.

Respectfully,  
For the Conference

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DATE 11/28/98 BY SP5T/ace

#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Piper \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

CC- Mr. Glavin

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ORIGINAL FILED IN 66-1065-1105

APR 14 1943

WRG:ATW

March 17, 1943

THE DIRECTOR

<sup>0</sup>  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen, and Glavin considered certain correspondence as to whether it should or should not be filed. The particular correspondence, samples of which are attached hereto, reported arrivals of Agents on subpoena in districts other than their own, arrivals of Agents on special assignment and the arrivals of Agents on general assignment under regular transfer.

It was pointed out that after notations are made of these communications in the Movement Section of the Chief Clerk's Office they are not necessary for permanent filing.

The Conference further recommends that the letters be submitted without abstracts or copies, since such abstracts and copies are not at all necessary.

Should the Director approve, the appropriate instructions will go forward to the field on the preparation of the letters and instructions to the Chief Clerk's Office on the retention of the communications in question.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully,  
FOR THE CONFERENCE,

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

|              |
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| NOT RECORDED |

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Attachments

MAY 8 1943

WBT:TW

March 17, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen and Glavin considered the necessity of preparing yellows for filing of communications going forward to the field instructing certain Agents to attend In-Service Training.

The Conference was advised that the Chief Clerk's Office kept a tickler on this particular type of communication and also it kept a card index on all Agents who have been in In-Service Training, that after a response is received from the field that an Agent will be in for In-Service Training the yellow of the communication serves no useful purpose whatsoever.

The Conference, therefore, recommends that the yellows be discontinued and that the tickler copy only be made for retention in the Chief Clerk's Office until a letter is received from the field and then the tickler be destroyed.

It also considered letters from the field stating that certain Agents would attend In-Service Training. It is the opinion of the Conference that these communications need not be permanently filed and that the original only is necessary and that no abstracts or copies need be prepared by the field.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Should the Director approve the above suggestions, they will be immediately put into effect.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

66-2554-  
APR 17 1943  
RECORDED  
Secretary

Attachment

August 10/25/98

~~66-1986-526~~ (4) OK 10/25/96 10/30/96

66-2344-51. (3) placed on leave c.o. Blaw 6/11/93

66-59-4875 ① placed on locate C.O. Wagner 4/20/95

-62-62-736-1584; date 5/12/42 (23) o.k. 10/25/96

66-1980-9-9738 C.O. Dreeson 6387 12/9/91 placed on locate

94-4-38-100 (6) OK 10/25/96

~~66-3665-1065 (13) C.O. Thompson 10/18/96~~

62-21440-1158, 1159, 1160 (3) OK 10/25/96

80-646-3180 OK 10/26/96 (29) C. O. Janowski 5/22/96

re: Bay Radio Station/Barrett

11/19/90

WFO:LLJ

March 5, 1943

THE DIRECTOR

RE: OUTGOING FOLLOW-UP LETTERS  
FROM THE BUREAU TO FIELD OFFICES

Suggestions have been made by many of the Special Agents in Charge that the Bureau curtail to a considerable extent follow-up letters to field offices, particularly those which request a reply, since in a number of instances the report has already been sent to the Bureau and apparently has not been cleared through the file room and routed to the Supervisor or the report is crossing the Bureau follow-up letter in the mail. With the large volume of pending cases, it is impossible to assign all of the cases at the same time and handle them as expeditiously as some Supervisors might think advisable. Therefore, the general conclusion of the Special Agents in Charge was that such follow-up letters should be utilized only in cases of real importance, rather than as a matter of routine.

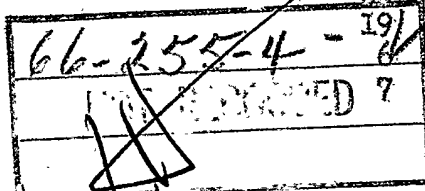
Bureau Policy: It was ascertained that the present policy under which the divisions are operating in the handling of follow-up letters is as follows: Follow-up letters are to be used only in cases judged to be of major importance and in those cases wherein the Bureau is being followed up by the Department of Justice or other governmental agency. Follow-up letters are not to be sent as a matter of routine in routine cases.

Surveys: A survey was made by Mr. McCabe of the Training and Inspection Division on January 23, 1943. A total of 148 follow-up communications of all types were discovered. It was possible to obtain the files in 88 of these cases promptly and the following tabulation was made:

|                |    |   |    |
|----------------|----|---|----|
| Mr. Tolson     | 1. | A. G. or other Department following up the Bureau | 5  |
| Mr. E. A. Tamm | 2. | Evidence supposedly enclosed with letter from     |    |
| Mr. Clegg      |    | Field but not received                            | 4  |
| Mr. Coffey     | 3. | No report for 1 year                              | 1  |
| Mr. Glavin     | 4. | No report in 9 months                             | 5  |
| Mr. Ladd       | 5. | No report in 6 months                             | 19 |
| Mr. Nichols    | 6. | No report in 3 - 6 months                         | 22 |
| Mr. Rosen      | 7. | No report in 2 - 3 months                         | 19 |
| Mr. Tracy      | 8. | No report in 45 days                              |    |
| Mr. Carson     | 9. | No report in 30 days                              |    |
| Mr. Hendon     |    |   |    |
| Mr. McGuire    |    |   |    |

Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

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INITIALS ON ORIGINAL

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March 5, 1943

Of the seven letters in which no reply had been received in 30 days there were:

- One in which the Grand Jury had requested additional information
- One expedite passport case
- One follow-up requested information for an I.O. to be issued
- One Espionage investigation
- One special inquiry for GEI
- Two teletype follow-ups where the reports had been previously requested and the field advised the report would be submitted on a certain date.

An additional survey was made by a Subcommittee consisting of Messrs. Alden, Foley, Smith, and Flinn. They found the following number of outgoing follow-up communications on five separate dates:

|             |     |
|-------------|-----|
| February 10 | 104 |
| February 11 | 26  |
| February 12 | 31  |
| February 17 | 24  |
| February 20 | 67  |

Such files as could be obtained promptly were reviewed by the Subcommittee and they failed to observe any indication that at the present time the use of follow-ups by the Bureau in keeping with the above policy was being abused. There was some informal observation to the effect that since there were 104 follow-up letters on February 10 and only 26 on the following day that perhaps word had gotten around that such a survey was being conducted. The number by February 20 had risen to 67 although there were only 24 on February 17.

Conference of Special Agents in Charge and Inspectors: This matter was presented to the conference of Special Agents in Charge and Inspectors, including Messrs. Crantley, Conroy, Folke, Acers, Curnea, Harbo, and Hinde. The Special Agents in Charge present stated that within the past six or eight months they had noticed a considerable improvement in the number of follow-up letters sent to the field. In other words, there had been a considerable reduction. It was about this time that the present Bureau policy was established of eliminating follow-up letters except in cases of major importance or except when other agencies were following up the Bureau.

This conference unanimously recommended that the present rule be continued and that such a survey as the one made, which apparently resulted in a substantial and sudden decrease in follow-up letters, be made again from time to time in order to prevent abuse of the Bureau's policy.

It was further found that when the Bureau's follow-up letters requesting information as to the status of a case were submitted that some of the Agents in Charge would answer the Bureau's request for information about the status, showing that the report had been submitted previously while others would merely

Memo for the Director

-3-

March 5, 1943

indicate on the incoming letter from the Bureau that the report had been submitted and would file the communication.

The Executive Conference, Messrs. Tolson, Glavin, Piper, Tracy, Tamm, Nichols, Rosen, Ladd, Hendon, Acers, and Clegg being present, recommended a continuation of the present policy and that an occasional spot check be made. They suggested that a bulletin be sent to the field advising that it would be unnecessary to submit an answer to the Bureau letter concerning the status of a case when a report had been submitted within a short time previous to the receipt of the letter.

There is attached hereto such a communication for the Director's approval.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

H. R. Glavin  
Secretary

cc - Mr. Glavin

JKM:BK

March 3, 1943

THE DIRECTOR

The Executive Conference on March 1, 1943, attended by Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Tracy, Glavin, Coffey, Quinn Tamm, Piper, Hendon, Acers and Mumford, considered a suggestion submitted by Special Agent Dennis A. Flinn that the general practice now followed in acknowledging letters from outsiders requesting to be interviewed by an Agent be changed to effect a saving in personnel time.

Heretofore it has been the practice whenever any individual wrote to the Bureau requesting that he be contacted by an Agent, to acknowledge the letter telling him that such would be done, sending a copy of the incoming letter and answer to the appropriate field office for handling. This practice was followed whether the correspondent indicated any facts as a basis or reasons for his desire to be interviewed or not, on the theory that the Bureau should always contact anyone who wanted to make any complaint or furnish any information. It has, of course, been found that an extremely high percent of these persons had no information of any interest whatever to the Bureau, frequently wanting to make some personal objection of a purely personal nature, and that most instances involved persons of non-substantial status since those of higher intelligence usually set forth their information in their communication or else telephonically communicated directly with the nearest representative of the Bureau.

It is suggested that since such individuals have displayed sufficient patriotism and interest to communicate with the Bureau at Washington, they would, if properly urged and furnished a franked envelope, communicate in writing or by telephone with the local field office. It was accordingly suggested by Mr. Flinn that in answering such persons the Bureau outline the Presidential Directive of September 6, 1939, urge that they communicate the information either personally or in writing to the nearest field office which should be named in the letter, enclose an addressed, franked envelope for their convenience, and forward a copy of the incoming and outgoing to the interested field office. Such a policy would, of course, be followed within the bounds of good judgment with the supervisor responsible for recognizing those instances in which you would desire that the request be specifically complied with by having an Agent call upon the correspondent.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

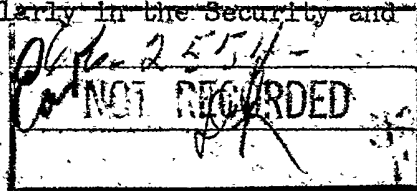
The Conference was unanimous in its approval of this suggestion, and if you concur, those supervisors, particularly in the Security and

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URG:pb

March 2, 1943

THE DIRECTOR

<sup>0</sup>  
The Executive Conference, consisting of Messrs. Tolson, Piper, Tracy, Quinn Tamm, Coffey, Hendon, Clegg, Mumford, Rosen, and Glavin considered certain suggested matters by Special Agent Burke of the Training Division concerning the improvement of the Indoor Range in the Department of Justice Building. He suggested as follows:

1) That visitors to the Range are particularly interested in the training given the Agents in firearms. They seem to be interested in knowing about the courses fired, the length of training, and the details regarding the various positions from which the Agents shoot. Burke stated that perhaps the Bureau can take photographs of one Agent showing the different positions which are used in firing the Practical Pistol Course, the machine gun, the shotgun, and the rifle, together with the pictures of the pistol and the rifle ranges at Quantico. Possibly also it would be of interest to include pictures of the Academy at Quantico where the men are quartered. Burke further suggested that these pictures be enlarged, perhaps to 3 or 4 feet, and placed in display holders such as are used in the Director's Reception Room, which would permit visitors on the Indoor Range to see the type of training that is given the Agents and also would give the visitors an idea of the facilities that the Bureau has at Quantico.

Mr. Tolson \_\_\_\_\_

Mr. E. A. Tamm \_\_\_\_\_

Mr. Clegg \_\_\_\_\_

Mr. Coffey \_\_\_\_\_

Mr. Glavin \_\_\_\_\_

Mr. Ladd \_\_\_\_\_

Mr. Nichols \_\_\_\_\_

Mr. Rosen \_\_\_\_\_

Mr. Tracy \_\_\_\_\_

Mr. Carson \_\_\_\_\_

Mr. Hendon \_\_\_\_\_

Mr. McGuire \_\_\_\_\_

Mr. Mumford \_\_\_\_\_

Mr. Harbo \_\_\_\_\_

Mr. Quinn Tamm \_\_\_\_\_

Mr. Nease \_\_\_\_\_

Miss Gandy \_\_\_\_\_

The Conference recommends approval of this suggestion.

2) Burke further suggested that perhaps visitors to the Indoor Range would be interested in seeing pictures of the localities where the Bureau has been engaged in gun battles with criminals. It is possible that the case files would contain photographs of the house where Ma Barker was killed, the apartments where the Touhy Gang were taken, and other similar scenes. He does not recommend that any photographs used be gruesome in any detail, but Burke believes that the average person, having heard or read of these different raids, would be interested in seeing for himself the outside of the building and possibly being advised as to where the

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Agents were stationed and a few of the details surrounding the actual raid.

The Conference, with the exception of Messrs. Clegg and Glavin, recommended approval of this suggestion. Clegg and Glavin felt that it would be unwise to display such photographs.

3) Burke further suggested that a new picture of the Academy be placed in the Indoor Range substituted for the old picture which is out of date.

4) He also suggested that a new automobile course photograph be substituted for the one presently in the Indoor Range.

The Conference unanimously recommended approval of these latter two suggestions. In the event the Director approves the suggestions made, and concurs them, the appropriate steps will be taken to have the necessary photographs prepared and installed in the Range.

Respectfully,  
FOR THE CONFERENCE

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

LAH:MMH

March 1, 1943

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THE DIRECTOR

The Executive Conference and the Special Agents' in Charge conference considered the suggestion of Mr. J. C. Newman that the Chief Clerk's Office at the Bureau set up its ticklers on the transferring of Agents in the field sufficiently in advance so that unnecessary inquiries would not be made of the field with regard to the arrival of the Agent in the field office. Mr. Newman reports that he sends this information to the Bureau by airmail special delivery the day the employee arrives, but that almost invariably two or three days after the arrival of the employee, he receives a letter from the Bureau requesting the date of arrival.

Recommendation:

The Special Agents' in Charge conference recommended that the present ruling will be continued, that those offices which are more than twenty-four hours by mail report arrival by teletype, and that the attention of the Chief Clerk's office at Washington be called to this matter so that appropriate ticklers might be made.

The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Carson, Coffey, Nichols, Hendon, Ladd, Mumford, Rosen, Piper and Hince, agreed that the present ruling should be continued.

Recommendation:

E. A. Tamm

If approved, Mr. Newman will be informed that the Bureau finds it convenient and satisfactory to have reports on the arrival of Agents reported by teletype from those offices which are more than twenty-four hours distant from the Bureau, and others report by airmail.

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NOT RECORDED

The Conference agreed with Mr. Newman's suggestion that the Chief Clerk's Office at Washington handle its ticklers in such a way as to permit the arrival of reports prior to making a follow-up. If approved, a letter to Mr. Newman has been prepared advising him of this.

Harbo

Hendon CC; Mr. Glavin

McGuire

Mumford

Piper

Quinn Tamm

Noase

Gandy

W. R. Glavin  
Secretary

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

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March 1, 1943

~~CONFIDENTIAL~~

THE DIRECTOR

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The Executive Conference, Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Coffey, Hince, Quinn Tamm, Ladd, Carson, E. A. Tamm, Mumford, Rosen, and Clegg being present, considered the report of the Subcommittee consisting of Messrs. Coffey, Ladd and Clegg concerning the FBI radio facilities and network.

The recommendations and conclusions of the Subcommittee are as follows:

A. SIS NETWORK

There are seven stations now installed in seven South American countries. The long range maximum policy recommendation includes the establishment of one radio station in each of the twenty-one republics of the Western Hemisphere. Mr. Carson indicated that no additional stations would become necessary. The specific details of needed equipment to accomplish this purpose are listed in the Subcommittee's report.

RECOMMENDATIONS:

1. That the above needed equipment be purchased.
2. That any present or future installations required to permit adequate handling of all SIS communications necessary to be sent by radio should be made. Reasonable anticipation should be made in this field and equipment obtained as soon as possible to this end. The above tabulation includes such present anticipated needs.

Mr. Tolson 3. Due to the desirability of preventing any of these stations from being identified as an FBI station and due to the necessity of preventing any of these messages from being read by anyone outside the Bureau, all messages are sent in Mr. Glavin. This, of course, should be continued.

Mr. Ladd

Mr. Nichols 4. Liberal consideration of all real needs in the SIS field of communications. Mr. Rosen recommended for the following reasons:

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

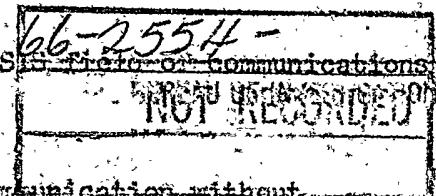
Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

- a. Distances involved.
- b. No other available means of speedy communication without disclosing identity of agents.
- c. Necessity for speed.
- d. Safety and welfare of agents.
- e. Importance to national welfare and the war effort.



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B. HAWAII-ALASKA-PUERTO RICO - THE INSULAR POSSESSIONS NETWORK

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There are set forth in detail in the attached report the present facilities showing stations in Puerto Rico, Alaska, and Hawaii with available receiving points and relay stations on the Continent. Some administrative communications are being sent over this network at present which could be handled by air mail, but in view of the constant overhead, there is no objection to these facilities being utilized to their maximum extent during the periods each day when these stations are in operation. The Subcommittee recommended the continuation of this network and the installation of some Hi-Speed equipment which will enable this network to handle, during the same period of time, more words and communications.

RECOMMENDATIONS AND POLICIES:

1. It is believed, until the essential radio traffic reaches the saturation point, that the Bureau should continue its present program of making full use of these facilities to handle less urgent communications of an administrative character. These less urgent communications, which could be handled by air mail or otherwise, can diminish as the need for essential usage increases.

2. The Committee recommends that a message priority system be inaugurated providing at least three classes of priorities. These are to be essentially:

- (a) URGENT - which must go at once
- (b) DEFERRED - which can be held until the pending urgent messages for all points have cleared
- (c) ROUTINE - which is a message that could go by mail but is being submitted in order that the full usage of the network may be made at all times and is submitted with the understanding that if the networks are in constant use because of important traffic, the message can be returned or routed by air mail.

It is believed to be important to set up these priorities at this time in view of the prospective heavy increase in traffic in the next few months, particularly in the Pacific area. This will also provide a means of permitting the routine messages received at a relay point, such as San Diego, being deferred for a considerable period of time or else being transmitted from the relay station to Washington by air mail if it should become necessary and at the discretion of the SAC.

3. Concerning the possibility of establishing additional or feeder circuits in Alaska at Anchorage or at other points, this matter has been considered by the Committee and an unfavorable recommendation is made. The recommendation is based on the fact that, if there were an invasion or a serious situation developing at any place in Alaska, the military authorities would declare martial law or take such other steps as were necessary and their own Signal Corps staffs would be in

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charge. It is therefore believed that the expense, considered against the prospective use, would be unjustified. At the present time the traffic is not such as to justify such an expenditure.

As for any feeder circuits in the Hawaiian Islands, for similar reasons an unfavorable recommendation is made.

The same recommendation is applicable to any expansion of an internal circuit in the San Juan Division, including the Virgin Islands and other points in that area.

The Committee recommends that, as additional requests arise for special spur circuits or feeder circuits, each such request be judged upon its individual merits and passed upon by the Executive Conference at the time.

G. CONTINENTAL U. S. RADIO NETWORK

SUGGESTIONS AND RECOMMENDATIONS:

1. A suggestion has been offered in the past that the Bureau install radio facilities in each of its 53 offices in continental United States.

The Committee believes this is impractical and unnecessary for the following reasons:

(a) It is understood that the Bureau is presently handling by teletype nearly 5 million words per month among its field offices and Washington headquarters. It should be pointed out that the present rather extensive Bureau radio networks are presently handling about 100 thousand words per month and are reported to be near their maximum capacity. This maximum capacity is determined not only by the total number of messages which must be handled but, to a large extent, by the number of feeder stations that must be served. It is further pointed out that not included in the 5 million words per month being handled by teletypewriter are the very extensive Bureau communications that are presently being handled over long distance telephone.

(b) A radio network with stations at each field office and designed to handle all or a substantial part of this communication volume would be a stupendous operation that would probably involve a total cost of nearly a million dollars and an annual operating cost of over one million three hundred thousand dollars.

(c) The resulting service from such a network would very definitely not equal in reliability or accuracy the present teletypewriter and telephone services being utilized by the Bureau. This is for the reason that radio communications are always inferior to wire services for long-range communication. There are times when atmospheric conditions prevent the messages from going through and the

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Memorandum for the Director  
March 1, 1943

- 4 -

~~CONFIDENTIAL~~

same atmospheric conditions at times will cause "garbles" resulting in errors in the received messages. This situation is fully acknowledged by the large communication companies and it is not unusual, for instance, for the RCA Company to be unable to get through long-range communications over their high-powered transmitters because of atmospheric conditions sometimes lasting from twelve hours to several days.

(d) The strongest kind of opposition to such a continental radio network may be expected from both governmental agencies charged with the allocation of frequency authorizations and from communication companies which are not permitted themselves to use radio facilities in the United States for their regular communications. There is no question but that the number of radio frequencies which would be necessary to operate full 24-hour coverage for all seasons of the year to the 53 continental field offices of the FBI would very seriously disrupt all existing radio services in this part of the world, even if the Inter-Departmental Radio Advisory Committee were specifically directed to so allocate the needed frequencies to the FBI.

(e) Another reason why this would be impractical is the requirement and necessity that everything sent over this radio network would have to be double-coded for an absolute degree of security. This coding procedure is complex and requires an average of one minute per word to effect. Any attempt to simplify the coding and use faster methods might well be fatal to the security of our operations. This has recently been very well illustrated by the confidential disclosure to us that the British in London are able to read every message sent by the German Abwehr, Intelligence and Counter-Intelligence Service. The British state they are obtaining and reading an average of 210 messages a day over the German intelligence organization's radio network on the Continent. ~~100~~

(f) Air raids do not stop regular communications for long periods and are no more delaying (even when wires are broken) than cyclones. Even if wires or circuits are broken there are alternate circuits and telegraph.

In the event of invasion the radio station would be seized as logically as telephone stations. In case of a threatened telephone strike at a vital point or critical time the military would undoubtedly take over before the strike materialized.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_ 2. The Committee recommends retaining the present facilities as installed:  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_ Emergency stations  
Mr. Nichols \_\_\_\_\_ (Installed)  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. Kramer \_\_\_\_\_ Relay Stations  
Mr. McGuire \_\_\_\_\_ (Installed)  
Mr. Quinn Tamm \_\_\_\_\_ Headquarters Station  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_ (Installed)

1. Seattle
2. San Francisco
3. Los Angeles
4. Norfolk
5. Boston
6. New Haven
7. New York
8. San Diego
9. Portland
10. Miami
11. Washington

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(Waldorf-Clinton)

~~CONFIDENTIAL~~

3. The Committee recommends installing two additional stations;

- 13. San Antonio  
(Equipment on hand)  
as a Mexican Border point.
- 14. Chicago  
(Equipment on order)  
as a north central-Canadian  
border point.

The presently installed relay facilities and stations can handle these two stations without need for additional relay stations.

4. The Committee recommends that no additional stations except as above enumerated in (2) and (3) be installed in the United States for the reasons cited in (1) above and for the following additional reasons:

- a. Principal strategic points are covered in recommendations.
- b. Present or prospective needs do not justify.
- c. Each additional station will limit still further the available time for other stations or else demand additional relay or control stations.

5. The other equipment ordered can be used in SIS work. It is recommended that except for ordinary replacements, repair and maintenance requirements, all new requisitions for radio equipment be submitted to a standing Sub-Committee of the Executive Conference and the specific cost, use, need, and placement of each item requisitioned be furnished in detail to the Sub-Committee for consideration and for recommendation. A separate memorandum order for the replacement, repair, and maintenance needs as drawn up by the Laboratory engineers will be submitted for approval.

\* \* \* \* \*

RECOMMENDATIONS OF THE EXECUTIVE CONFERENCE

Mr. Tolson agreed with the above recommendations except <sup>he is</sup> ~~as~~ opposed to the installation of an additional radio station at Chicago. In other words, he favors the retention of the eleven stations already installed, and the installation of a station at San Antonio, Texas, and no additional stations.

Mr. Nichols agrees with all the above recommendations and in addition recommends that one additional station be established at Salt Lake City, Utah. It has been pointed out by Mr. Coffey that the additional station at Salt Lake City would require an additional relay station located at Kansas City or elsewhere to relay the message to Washington, or else would require a high-powered station at Salt Lake City instead of the ordinary 450 watt station. All other members of the Conference were opposed to this specific addition as recommended by Mr. Nichols.

~~CONFIDENTIAL~~

Memorandum for the Director  
March 1, 1943

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~~CONFIDENTIAL~~

Mr. E. A. Tamm recommends that the Bureau progressively and conservatively continue the installation of radio facilities so that one would be located at each of the Bureau's fifty-six offices, and that these stations be gradually converted so that voice could be transmitted over these stations which would keep in contact with Bureau automobiles in the headquarters cities. Mr. Coffey pointed out that the conversion to voice and code transmission could be made but the reception of the voice communications could be heard only within the immediate vicinity of the headquarters city and these voice communications could not be heard throughout the entire field division. It was pointed out, however, that in the fifty-six headquarters cities there would be a coverage of the more important cities of the country, but it is recognized that this would not permit communication between the field office radio station and locations outside of a radius of about twenty miles from the headquarters city and, therefore, each division would not be covered by voice signals.

Messrs. Glavin, Tracy, Hendon, Coffey, Hince, Quinn Tamm, Ladd, Carson, Mumford, Rosen, and Clegg were opposed to this suggestion. These same officials all favored the recommendations as made by the Sub-committee in its survey and report as set forth above.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

cc - Mr. Glavin

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WRG:ATW

March 17, 1943

THE DIRECTOR

<sup>0</sup>  
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Piper, Quinn-Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen and Glavin considered the necessity of filing telegrams and communications pertaining to Sound Schools, return from sick leave and approximate dates of departure on transfer.

It was pointed out that after this information is recorded in the Chief Clerk's Office, it is not necessary that these communications be filed.

The Conference, therefore, recommends against the filing of such communications in the future.

Respectfully,  
FOR THE CONFERENCE

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#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey ~~Attachment~~ \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

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March 17, 1943

WEG:FG

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen, and Glavin considered a letter received from the Baltimore field office concerning gas mask canisters. It was pointed out that an interview was had with Dr. S. H. Katz and Major H. E. Stiegler, Protective Development and Research Laboratory, Chemical Warfare Service, Edgewood Arsenal, Maryland, concerning the longevity of the canisters in gas masks issued to Bureau personnel.

Dr. Katz stated that the canisters were the type issued to servicemen for military use. This type canister offers protection against all known military gases and against all other gases with the exception of carbon monoxide and ammonia. He stated further that the chemicals contained in the canister will last indefinitely without deterioration and that they have run tests at the Edgewood Arsenal on canisters over a period of twenty years and that the same canisters have not shown noticeable signs of deterioration. He stated that the canister may either be plugged or attached to the mask itself without noticeable effect on its life.

He further stated that the factors which will affect the life of the canisters are excessive heat and exposure to water. When asked concerning the advisability of leaving masks in coats or automobiles, he stated the variance in temperature to be met under these circumstances will not be enough to make any noticeable difference. Concerning the length of life of a canister in actual exposure to gas, Dr. Katz stated the actual time for which a mask could offer protection in gas was considered a restricted matter that he could state it would be a matter of hours with practically all types of gases; and that once a canister did start to deteriorate under gas it was a gradual process and the person wearing the mask could ascertain the leakage of gas sometime before it became serious.

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Coffey  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Hendon  
Mr. McGowan  
Mr. Mumford  
Mr. Harbo  
Mr. Quinn Tamm  
Mr. Nease  
Miss Gandy

With reference to the rubber face pieces and rubber valves on the mask, Dr. Katz stated the Chemical Warfare Service was running tests on these items for a period of twenty years; that changes in temperature will affect the rubber more than the canister and that the valve should be checked occasionally to determine

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whether or not the rubber has dried out. Dr. Katz stated it was possible to obtain all purpose canisters for gas masks which would offer protection against any known type of gas, but that these canisters had a definite period of life not exceeding two years even if they were not exposed to gas. He also stated that this type of canister was much more expensive than the type of canister used in the Bureau gas masks. Dr. Katz stated he would be glad to make an analysis of any canisters which the Bureau desired to furnish to determine whether or not the contents had deteriorated. He stated that there was no way to test the canister without destroying the contents and also stated that there was no way to revive the contents contained in the canister. It appears that Dr. Katz has been connected with the Edgewood Arsenal since before World War I and has been a pioneer in the field of protective development as concerns gas masks.

Mr. Baughman agreed with the comments made by Dr. Katz and in view of the present war conditions recommends we do not attempt to renew Bureau gas mask canisters except when they have been exposed to moisture. The Conference is in agreement with Mr. Baughman in this regard and should the Director agree, appropriate notification will go forward to the field.

Respectfully,  
FOR THE CONFERENCE

Glyde Tolson  
Chairman

W. R. Glavin  
Secretary

o mam  
p  
y

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

WRG:ATW

March 17, 1943

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED  
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DATE 11/27/90 BY SP5C/LC

#323013

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen and Glavin considered the necessity of preparing yellows for filing of communications going forward to the field instructing certain Agents to attend In-Service Training.

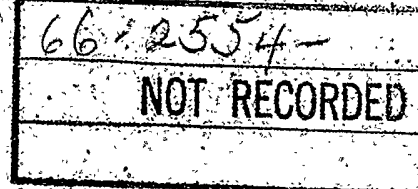
The Conference was advised that the Chief Clerk's Office kept a tickler on this particular type of communication and also it kept a card index on all Agents who have been in In-Service Training, that after a response is received from the field that an Agent will be in for In-Service Training the yellow of the communication serves no useful purpose whatsoever.

The Conference, therefore, recommends that the yellows be discontinued and that the tickler copy only be made for retention in the Chief Clerk's office until a letter is received from the field and then the tickler be destroyed.

It also considered letters from the field stating that certain Agents would attend In-Service Training. It is the opinion of the Conference that these communications need not be permanently filed and that the original only is necessary and that no abstracts or copies need be prepared by the field.

Should the Director approve the above suggestions they will be immediately put into effect.

Respectfully,  
FOR THE CONFERENCE,



Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment

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LAH:EEM

March 15, 1943

THE DIRECTOR

RE: SHORTHAND AND TYPING CLASSES

The Executive Conference considered the stenographic and typing courses. The Conference made the following recommendation unanimously:

1. The training program should be speeded up by holding classes for two hours per day instead of one hour as at present.
2. The training should be given 50% on the Bureau's time and 50% on the employees' time.
3. The students should be accepted from volunteers as at present but those who enroll should be required to contribute 50% of their own time.
4. The classes should be held in a continuous two-hour period daily.
5. Preference will be given to training in shorthand those who already have typing ability and selections made according to relative ratings in the divisions. Under this plan the better employees will be given the first opportunity.
6. In view of the fact there are 1156 employees who have indicated a desire to take either shorthand or typing training, it will be necessary to establish a priority in giving training and the following is a recommended sequence for the assignment of instructors:
  1. 120 Word Speed Class to qualify as stenographers those who have at present some speed in shorthand.
  2. 60-90 Word Speed Class for those who have fundamental shorthand training but will need considerable additional training before they can qualify.
  3. Review Students who are not ready for speed training and who need a review of shorthand manuals which they have previously studied.
  4. Beginning Shorthand

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On the typing side it is believed that we can produce qualified typists in a short period by concentrating as follows:

1. Those with previous typing training and some ability.
2. Beginning Typists.

RECOMMENDATION:

If the Director approves, shorthand classes will be placed on a two-hour a day basis with the time being contributed 50% by the Bureau and 50% by the students. It was recognized that it would be necessary to provide typewriters and space. However, it is believed this can be handled in the Armory for those employees stationed there and that some space can be found in the Justice Building for employees here.

Those present were Messrs. Tolson, Glavin, Ladd, Tracy, Q. Tamm, Carson, Nichols, E. A. Tamm, Hendon, Mumford, Piper and Hince.

Respectfully,  
For the Conference

Clyde Tolson,  
Chairman

W. R. Glavin,  
Secretary

CG - Mr. Glavin

WRG:pb

March 20, 1943

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DATE 11/22/90 BY SP5C/Kce

THE DIRECTOR

#323013

ok

The Executive Conference, consisting of Messrs. Tolson, Hince, Ladd, Quinn Tamm, Clegg, Mumford, Rosen, Carson, Hendon, Piper, Coffey, and Glavin, considered a suggestion received from SAC Sears of the Philadelphia Office pertaining to the purchase of spark plugs through the Procurement Division.

It was pointed out in a letter from Mr. Sears that SA William H. Naylor of the Philadelphia Office had called to his attention the fact that spark plugs could be purchased through the Procurement Division at \$.17 1/2 each while spark plugs purchased through the contract garage as we now do, gross \$.65 each.

The Conference was further advised concerning this matter that the purchase price, when spark plugs are purchased from the contract garage, includes the installation charge. If spark plugs were purchased through the Procurement Division there would be an additional installation charge and at the present time the installation charge is made on an hourly or half-hourly basis and very frankly with labor charges looming from \$1.50 to \$2.00 an hour, we would be losing rather than saving money.

Mr. Tolson \_\_\_\_\_ The Conference was advised that Mr. Huston, in charge of Bureau automobiles, is of the very definite opinion that there would be very few Agents in the service who could install spark plugs and make the proper settings before installation, with the result that we would have to resort to paying installation charges on them since it is necessary to make proper adjustments on the settings of these plugs before the installation.

Mr. Tracy \_\_\_\_\_ The Conference, therefore, feels that we should continue our present policy of purchasing and installing spark plugs.

Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Respectfully submitted,  
FOR THE CONFERENCE

INITIALS ON ORIGINAL

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-1980-7-137

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March 17, 1943

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THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen, and Glavin considered filing of letters received in the Bureau advising the Bureau of the time of arrival of an Agent in his field office returning from annual leave. The Conference was advised by the Chief Clerk's Office that after this information is received in the Chief Clerk's Office there is absolutely no reason for its being filed, and the Conference recommends that it be destroyed after action has been taken in the Chief Clerk's Office on it.

In the event the Director approves, this procedure will be followed in the future.

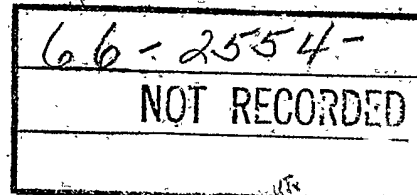
Respectfully,  
FOR THE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/27/90 BY SP5CJ/ks  
#3 23673

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



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March 20, 1943

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/27/80 BY SP5TJ/KSC  
#323013

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Piper, Quinn Tamm, Coffey, Nichols, Acers, Hendon, Clegg, Ladd, Mumford, Rosen and Glavin considered the advisability of filing certain correspondence being received by the Bureau.

1. The Bureau receives communications concerning the destruction of gasoline rationing books. After a record is made in the Chief Clerk's Office there appears to be no need for this information to be filed in our files unless there is to be some question concerning the inventory records in the Chief Clerk's Office at some later date. If the inventory records are to be considered as final, there is no reason for filing this particular type of communication.

2. Also, we receive communications from time to time showing the number of tires and tubes in an office at a certain time. It is felt at the present time that this information should be retained since the regulations covering tires and tubes are very stringent at this time and it may be desirable that we have this information on hand at some later date if any question is raised concerning the number of tires and tubes we had on hand at any particular time in the past.

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_ Subject to the Director's approval  
Mr. Clegg \_\_\_\_\_ item number one will not be made a matter  
Mr. Coffey \_\_\_\_\_ those in number two will be made a matter  
Mr. Glavin \_\_\_\_\_ in the future. of permanent record

Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

66-2554-4  
NOT RECORDED  
Respectfully submitted,  
FOR THE DIRECTOR

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

66-25995-99

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WRG:1rd

March 20, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Hendon, Ladd, Hince, Tracy, Mumford, Carson and Glavin considered a memorandum containing the suggestions of the Files Section and the Identification Division looking toward the exchanging of personnel.

It appears that there are a number of employees in the Armory in the Identification Division who would like to be assigned to the Department of Justice Building and there are a number of employees working in the Files Section who live in the vicinity of the Armory who would like to be assigned to the Armory.

The Conference recommends that no objection be had to Messrs. Tracy and Nichols working out an even exchange of these employees if it is to result in a benefit to the Bureau's service.

Respectfully submitted,  
FOR THE CONFERENCE

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HEREIN IS UNCLASSIFIED

DATE 11/27/90 BY SP5C/bce  
#323013

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Mr. Tolson \_\_\_\_\_  
Mr. E. A. Tamm \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Coffey \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Carson \_\_\_\_\_  
Mr. Hendon \_\_\_\_\_  
Mr. McGuire \_\_\_\_\_  
Mr. Mumford \_\_\_\_\_  
Mr. Harbo \_\_\_\_\_  
Mr. Quinn Tamm \_\_\_\_\_  
Mr. Nease \_\_\_\_\_  
Miss Gandy \_\_\_\_\_



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March 27, 1943

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DATE 11/27/98 BY SP5CJ/KCE

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THE DIRECTOR

The Executive Conference reconsidered the question of fixing responsibility for clerical operations in Bureau field offices.

The present requirement is that stenographers who transcribe reports must initial a file copy of the report. When the offices were smaller, one Chief Clerk would handle all the clerical functions and the responsibility was definitely fixed. Now, most of our offices have a large number of clerical employees and the Conference felt it was desirable to fix responsibility by requiring employees to initial investigative reports following each important clerical operation.

There is considerable variance in the number of employees per office at the present time and the Conference recommended that the following regulation be adopted:

It will be required that clerical employees performing the following clerical operations will place their autographic initials on the file copy of reports:

1. Searching -- The clerical employees searching names appearing in the title of investigative reports, memoranda or communications will place their autographic initials immediately above the printed word "Title," in the case of investigative reports and directly above the caption in the case of memoranda or other communications.

Mr. Tolson Serializing -- The clerical employees serializing reports, memoranda or other communications will place their autographic initials to the right of the date stamp.

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Mr. Glavin

57 APR 16 1943

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5. Indexing -- Clerical employees preparing index cards for any report, memorandum or other communication will place their autographic initials directly below the title in the case of reports, directly below the caption in the case of memoranda and in other communications.
6. Transcribing -- Stenographers or typists preparing investigative reports will place their autographic initials on the first page of the field file copy beneath the printed word "File."

It was recommended by the Conference that the Field be instructed that wherever one employee in the Chief Clerk's Office handles all of the above operations other than transcribing, one initial placed above the printed word "Title" will satisfy the requirement.

Those present were Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Mumford, Rosen, Nichols and Hince.

Respectfully,  
For the Conference

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

CC - Mr. Glavin



JKM:EK

March 16, 1943

THE DIRECTOR

The Executive Conference on March 13, 1943, attended by Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Tracy, Coffey, Quinn Tamm, Hince, Hendon, Piper and Mumford, considered the attached suggested bulletin to all investigative employees concerning the handling of the investigations of "key figures" in the Communist movement. The Conference unanimously approved the Bulletin except for the last paragraph containing instructions which would require the field to include the symbol (KF) after the character "Internal Security - C" in each communication dealing with one of the key figures.

As you are aware, the Bureau's interests in subversive activities are divided as between the activities of the individual and the trends and developments of the organization. The activities of the individual as such must be followed for possible action against him in the way of denaturalization, custodial detention or prosecution for a specific violation, and this function is centralized in the Alien Enemy Control Section of the Security Division. The trends, developments and policies of the organizations, on the other hand, are followed in the Internal Security Section of the Security Division, and since the movements and activities of the key figures are the principal guide to a full knowledge of the organizations, the reports concerning them must be reviewed and supervised from that Section.

From an administrative standpoint at the Seat of Government there is a real need for a means of identifying reports on key figures. Presently there is no differentiation in the title and character between an investigation of a comparatively minor individual with nationalistic tendencies of an anti-American nature and a key figure, and therefore routing becomes confused and results in duplication. The supervisors both in the Alien Enemy Control Section handling individuals and in the Internal Security Section handling organizational matters strongly recommend adoption of the key figure symbol, and they point out that there should be no hardship to the field since each office maintains an up-to-date index of its key figures and any Agent handling a case in this category must, of course, be aware that the subject is a key figure in order to intelligently handle it. The symbol (KF) would be a flag to the clerical employees routing reports and other communications so the material would go directly to the Internal Security Section supervisors, and it would not disclose to outside agencies receiving copies of the reports anything confidential since these persons are now referred to in the reports themselves as key figures.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Harbo

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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DATE 11/27/90 BY SP5CJ/K

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53 APR 23 1943

Memorandum for the Director

- 2 -

Messrs. Tolson, Ladd, Coffey, Quinn Tamm, Hendon, Hince, Piper and Mumford voted in favor of adoption of the symbol in the character, and Messrs. E. A. Tamm, Glavin and Tracy opposed it on the basis that it was adding an additional regulation for the Agents and stenographers to remember and that the administrative saving in handling at the Seat of Government would not justify that requirement.

In the event you approve the suggested use of the symbol, the bulletin as originally submitted is attached for your signature.

Respectfully,  
For the Conference.

Clyde Tolson  
Chairman

W. R. Glavin  
Secretary

Attachment.